



MARY WASHINGTON COLLEGE
STUDENT HANDBOOK 1988-89

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Student Handbook 1988-89

A guide to the policies, rules, regulations, and activities
of Mary Washington College, Fredericksburg, Virginia

Foreword

This *Handbook* has been prepared so that Mary Washington College students may have a better understanding of their institution and its rules and regulations. It contains material about what the student may rightfully expect from the College and what the College may rightfully expect from the student. No publication may anticipate and cover all situations that may arise, but most matters are covered, at least in principle, in the *Handbook*. **Each student is responsible for becoming thoroughly familiar with its contents and, it will be assumed**

that this responsibility has been met and that all students have been informed of policies and regulations.

Policies noted in this *Handbook* are in effect for the entire year. Any efforts expended toward revision of these policies will be understood as directed toward the following year. Interpretation of matters in this *Handbook* is the responsibility of the Dean of Students and the President of the Student Association. The President of the College has final authority regarding interpretation.

Statement of Rights and Responsibilities of Members of the College Community

Members of the College community have responsibilities incumbent upon all citizens, as well as the responsibilities of their particular roles within the academic community.

All members share the obligation to respect the right of freedom of inquiry, of religion, of speech, of press, of peaceful assemblage or association and of petition to the institution for a redress of grievances.

The rights of members of the College community shall not be denied or abridged on account of race, creed, national origin, marital status or sex.

The members of the College community have the right to be secure in their persons, residences, offices, papers and effects, against unreasonable searches and seizures.

All members of the College community have the right to due process in matters concerning

discipline or their status as members of the College community.

All members of the College community have other responsibilities and rights incident to the educational process and to the requirements of the search for truth and its free presentation.

The enumeration of the rights and responsibilities outlined in this statement shall not be construed to deny or disparage others retained by the members of the College community.

The term "member of the College community" embraces the College as an institution, the faculty as a body and all members of the administration, faculty, staff and student body in their official and individual capacities.

Adopted by the Board of Visitors,
Mary Washington College
May 12, 1973

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Honor Council

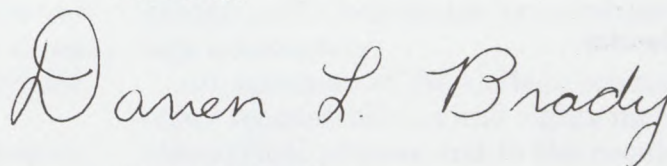
Dear Fellow Students,

The Honor System at Mary Washington College is an integral part of your college life. It is much more than a set of rules with a sanctioning board. The System is a way of life. It is responsible for the moral code and integrity that you, as a member of our College community, will develop. Hopefully it will remain with you after you leave Mary Washington College.

By choosing to be a student at Mary Washington College, you have made a commitment to live by our Honor Code. As a student, it is your responsibility to uphold the honor of our College by abiding by its provisions, and by helping others do the same.

I would like to wish the new students good luck, and to the upperclassmen, I wish continued success. The Honor System is for everyone. If you are interested in participating or have any questions about the Honor System, please give me a call. I am here to help you.

Sincerely,

A handwritten signature in cursive script that reads "Darren L. Brady". The signature is fluid and elegant, with the first name "Darren" being the most prominent part.

Darren L. Brady
Honor Council President
1988-1989

Student Association

Dear Fellow Students,

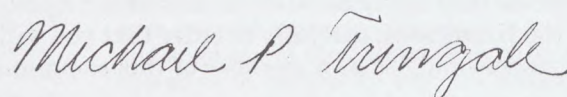
Whether you are a new student, or a returning member of the College community, I extend to you a warm welcome. We are fortunate to have you all here providing the kaleidoscopic mix of superior academic leadership, talents, and achievements for which the College is known.

Your presence here is the heart of the Student Association, and your active participation is its lifeblood. The occasions to become involved are many and we **highly** encourage you to take advantage of the opportunities they offer.

S.A. Cabinet is working for you. We are a group of students dedicated to constructing an avenue of success for every member of the community. Approach us, assist us, and support us—together we can be a powerful team, capable of accomplishing any goals we may set.

Please feel free to contact anyone on the Cabinet, either at home or in the office. Looking forward to a banner year, I am

Sincerely,



Michael P. Tringale
Student Association President
1988–1989

Office of the President

Dear Students:

Mary Washington College is a community in the truest sense of the word, with faculty, administration, and students all working together toward the achievement of a common goal: the best education possible within the best possible environment.

Education in the liberal arts and sciences such as that which students receive at Mary Washington leads to a greater appreciation for, and understanding of, the rich cultural diversity of the world in which we live. This knowledge is translated into action on our campus, in terms of the tolerance which all are expected to extend toward all others who comprise our collegial "family." Accordingly, the rules which govern our conduct as members of this community are minimal, and are based upon the presupposition that each of us will act responsibly and with the understanding that, in exercising our individual freedom, we have an obligation as members of the larger community not to infringe upon the rights of others.

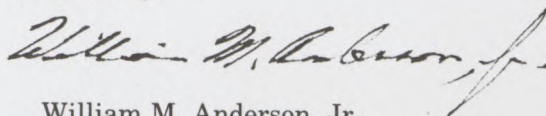
Basic to the effective functioning of this system is the Honor Code. Many of the characteristics which make life at MWC so pleasant are possible because of this shared commitment to the maintenance of an honorable community. It is therefore the duty of all students to be knowledgeable about the Honor System, to accept its philosophy, and to uphold its operation.

Another important facet of life at MWC is the Student Association. It is through its organization that the student body has the opportunity to exercise considerable self-government and to demonstrate, at the campus level, those responsibilities of citizenship which are fundamental to a free and democratic society. I fully support the work of the Student Association, and I urge all students to be active participants in its affairs.

The purpose of this **Student Handbook** is to set forth the policies and regulations of the College as they apply to students and other members of the College community. Please read the **Handbook** carefully in order that you will be able to know, and hence to uphold, your responsibilities as a member of this community.

The 1988-89 session promises to present all of us at MWC with rich opportunities, as well as with significant challenges. I look forward to working with you toward making this the greatest year yet in the history of our College.

Sincerely,



William M. Anderson, Jr.
President

College Services, Operations & Procedures



How does a College Operate?

Where do I get an ID?

Where can I park my car?

Where is the nearest bank?

How do I get mail?

Where can I store my bike?

Overview

Mary Washington College is a community of scholars. As such, it must have rules and regulations so that each member of the community may live and work in a comfortable and productive environment. Because the College community is not isolated from other larger communities, it is also necessary for the entire College community including each member of the faculty, staff, student body, and administration to abide by applicable Federal and State laws. An environment of mutual trust is essential to the well-being of an academic community. As a result, the Honor System was created and has functioned successfully for many years on the campus of Mary Washington College. The philosophy of the Honor System, the Honor Constitution, and related policies and procedures are described in this *Handbook* so that each member of the College community will understand fully his or her responsibility to the system.

How A College Operates—A Look Inside the MWC Administration

Mary Washington College, like all educational institutions, is an amalgam of programs and services that blend to make an academic community. This community is directed by the President who is the chief executive, administrative, and academic officer of the College.

Appointed by and responsible to the Board of Visitors of the College, the President administers the policies of the Board and recommends to it policies and programs that promote the interests of the College. The President is charged to exercise such general authority and control over the assets, affairs, and programs of the College as shall be needed for its proper operation in conformity with the programs and policies determined by the Board. In addition, the President is responsible for the regulations of the various aspects of student life at the College, including student discipline.

The administrative officials, faculty, and Student Association officers are responsible to and recommend policy changes to the President. Although the President is responsible to the Board of Visitors for the over-all administration of the College, he has delegated to the administrative officers authority to supervise and administer various functions and operations of the College. These include: Academic Affairs, Student Affairs, Business and Finance, College Relations, the Library, Continuing Education, Admissions and Financial Aid, and a variety of support services involved in planning and operations.

The following section entitled: "How to Get an Answer to Your Question," provides additional information about the duties and locations of the College administrative offices.

How To Get An Answer

Questions About	Contact	Office Location	Extension
AA/EEO	A. Ray Merchant Executive Vice President and AA/EEO Officer	15 G.W.	4368
Accidents	College Police or Ilma M. Overman, M.D. College Physician	104 Lee Hall 19 Lee Hall	4634 4606
Admissions	H. Conrad Warlick Vice President for Admissions & Financial Aid	Lee Hall	4681
Advising (Academic)	Edward Piper Assistant Dean for Academic Services and Outcomes Assessment Sandra Keller Academic Counseling	211 G.W. Hall	4694
Advising (Career)	Rachel Brown Career Advisor	305 G.W. Hall	4626
Athletics	Edward H. Hegmann, II Director of Athletics	106A Goolrick Hall	4044
Audio Visual Equipment	Kathleen Saville Director of Audio Visual Center	105 Chandler Hall	4646
Bills	Student Accounts	111 G.W. Hall	4631
Campus Employment	Robert U. MacDonald Associate Dean for Financial Aid	Lee Hall	4684
Campus Recreation	Julia A. Smith Director of Campus Recreation	215 Goolrick Hall	4514
Career Services	Renee Everingham Assistant Dean for Career Services	305 G.W. Hall	4626
Club Activities	Student Activities	Campus Center	4023
College Calendar	Student Activities	Campus Center	4023
Counseling	Jerry N. Downing Director of Counseling Center	100/101 Lee Hall	4361
Declaring a Major	Office of Academic Services	211 G.W. Hall	4694
Drop/Add and Other Course Changes	Office of Academic Services	211 G.W. Hall	4694
Entertainment Committee	Joseph T. Comfort Chairperson	Campus Center	4517
Faculty Office Hours	Office of Academic Services	211 G.W. Hall	4694
Fees	Student Accounts	111 G.W. Hall	4631
Film Committee	Christopher Gauldin Chairperson	Campus Center	4517
Financial Aid	Robert U. MacDonald Associate Dean for Financial Aid	Lee Hall	4684
Food Service	Gordon Inge Manager of Food Service	Seacobeck Hall	4676
Graduate Studies	William Kemp Associate Vice President for Academic Affairs and Coordinator of Graduate Programs	314 G.W. Hall	4614
Honor System	Darren Brady President of the Honor Council	Lee Hall	4619
Housing	Residence Life	205 Lee Hall	4673

to Your Question

Questions About	Contact	Office Location	Extension
ID Cards	College Police	104 Lee Hall	4634
Illness	Health Center	19 Lee Hall	4606
Internships	Gail Rouse Office of Career Services	305 G.W. Hall	4004
Interviews/Recruiters	Mary Ann Burnside Office of Career Services	305 G.W. Hall	4626
Intercollegiate Sports	Edward H. Hegmann, II Director of Athletics	106A Goolrick Hall	4044
Intramurals	Julia A. Smith Director of Campus Recreation	215 Goolrick Hall	4514
Judicial Council	Elise Annunziata Campus Judicial Chairperson	Lee Hall	4081
Keys	Police Office Resident Director	104 Lee Hall Individual Halls	4634
Mail	Glenville Parker Manager, College Post Office	Campus Center	4351
Maintenance Problems	Resident Director College Police (Emergency)	Individual Halls 104 Lee Hall	4634
Majors (Changing, declaring)	Office of Academic Services	211 G.W. Hall	4694
Minority Student Services	Arthur L. Brooks Assistant Dean for Minority Student Services	204 G.W. Hall	4694
Parking (permits or tickets)	College Police	104 Lee Hall	4634
Parties (outside residence halls)	Joseph G. Mancuso Student Activities	Campus Center	4023
Personal Problems	Jerry N. Downing Director of Counseling Center	100/101 Lee Hall	4361
Printing Services	Janice L. May Douglas A. Cherry Co-Directors of Printing Services	Lower Level Seacobeck Hall	4644
Registration	Office of Student Records	215 G.W. Hall	4691
Resumes	Rachel Brown Office of Career Services	305 G.W. Hall	4626
Repair Requests	Resident Director	Individual Halls	-
Room Changes/ Room Registration	Residence Life	205 Lee Hall	4673
Sports	Edward H. Hegmann, II Director of Athletics	106A Goolrick Hall	4044
Student Association Emergency Loans	Student Association Offices	Campus Center	4308
Telephone Information	College Switchboard	104 Lee Hall	4100
Telephone Problems	Camilla Latham	15 G.W. Hall	4368
Testing (aptitude and standardized)	Jerry N. Downing Director of Counseling Center	100/101 Lee Hall	4361
Transcripts	Office of Student Records	217 G.W. Hall	4691
Transportation for Student Organizations	Office of Student Activities	Campus Center	4023
Withdrawal from the College	Mary I. Kemp Administrative Assistant Office of Student Records	217 G.W. Hall	4691

College Services

Banking

There are no banking or check cashing services on campus. There are, however, a number of local bank branches within walking distance of the College.

Bookstore

The College Bookstore, in Lee Hall, sells textbooks used in the academic program. It also carries related instructional supplies, office supplies, personal items, gifts, greeting cards, jewelry, etc. The Bookstore sells film and provides a "24 hour" film developing service. A large department is devoted to "trade" books, including current novels, classics, and recommended outside reading.

Calendar

A calendar of events, "This Week," is published weekly during the fall and spring semesters. It contains events for the week following its publication and also lists brief announcements of concern to students, faculty, and employees of the College. Announcements and activities of recognized student organizations will be included, but it is the responsibility of the organization to submit the information either to the Student Activities Office, Campus Center by 5:00 p.m. on Monday, or to the Office of Printing Services, Lower Level, Seacoast Hall, by 5 p.m. on Tuesday for publication in the following Friday's "This Week." "This Week" is distributed in a prominent location in each academic building. It is also distributed to individual rooms in each residence hall by the head desk aide. Students are responsible for reading "This Week" to be informed of official announcements, important information, and events on the campus.

Campus Center

The Campus Center is both a central gathering place for students and a versatile facility for organized activities. Student mailboxes, the Eagles Nest, Lounges, and the Commuting Student's lockers all generate a constant flow of students through the Center. Offices for student organizations — including the Student Association, Class Council, and the Board of Publications — are located in the Center. Musicians, comedians, and other entertainers perform in both the Eagles Nest's "intimate setting," and at dances/parties in the Great Hall.

The Office of Student Activities is located in the Campus Center, Ext. 4023. Student organizations use this office to reserve College facilities and arrange logistics for activities. See page 10 for more information on policies and procedures concerning activities in the Campus Center.

Career Services

The Office of Career Services coordinates a comprehensive program of workshops and activities designed to assist students as they choose their majors, develop their career plans, and seek employment. Included in these programs are:

- Career Development Workshops
- Computer-assisted career advising programs: Sigilplus and Virginia VIEW
- Interdisciplinary Career Panels in the fall semester showcase MWC alumni as they present profiles of their own careers
- Workshops such as "Resume Writing," "Interviewing Skills," "Job Search Skills," and "Dress for Success"
- Various information panels hosted by academic departments during the spring semester

- Individual counseling with Career Services and faculty career advisers
- Alumni "mentor" program: allows students during Career Options Observation Week to observe alumni who are pursuing careers or graduate programs of interest
- Academic Internship Program: a graded, credit-bearing work program for Juniors and Seniors
- Job interviews on campus with representatives from business, industry, government, and education
- Job vacancy listings: full-time, part-time and summer positions
- Credential file service
- Career Resource Center:
 - career development resources to identify occupational options
 - resources for job search assistance i.e. resume and cover letter writing; interviewing strategies
 - company literature and/or notebooks
 - federal government information
 - education employment information, including vocational information and many directories
 - geographic directories
- Informational CAREER day with representatives from business, industry, government, and education
- Videotaped mock interviews and critiques

College Police

The primary function of the Office of College Police is to protect students and College facilities, to enforce College rules and regulations, and to aid in promoting safety and order on campus. The officers comprising the force have powers of arrest both on and off the campus for any violation of the Code of the Commonwealth of Virginia and to charge students for violation of College regulations. The office is located in Room 104, Lee Hall, and has personnel on duty 24 hours daily. The office can be contacted by telephone by dialing Ext. 4634.

Commuting Student Lockers

Lockers are available, free of charge, in the Campus Center for commuting students. Students may request locker assignments in the Office of Student Activities. Priority is given to full-time degree seeking students.

Counseling Center

The College maintains a Counseling Center staffed by professionally trained counselors interested in assisting students with their personal growth and development. It is **normal** to experience some adjustment problems, especially during the college years when many changes are occurring in terms of both outer situations and inner feelings. Whether you are experiencing a specific difficulty such as test anxiety, a relationship problem, or family pressures, or just have a need to talk about general feelings of uneasiness or confusion, the staff of the Counseling Center is there to assist you.

Counseling services are available to all full-time MWC students without fee. (Please note that if a student is not enrolled full-time, we will still meet with them to make a referral to community resources). All consultation and counseling is confidential in nature in accord with usual legal and ethical guidelines. Appointments can be made by stopping by the Counseling Center on the first floor of Lee Hall or by calling 899-4361. In addition, a stress management program and a self-help tape library are available for use by students and do not require making an appointment with a counselor.

Employment

The College offers many opportunities for part-time employment. Positions, that include those in the Library, residence halls, dining hall, Pool Room, and faculty offices, pay approximately \$765 to \$2000 for the nine-month session depending upon job responsibility and the number of hours actually worked.

Inquiries about campus employment should be addressed to the Office of Admissions and Financial Aid, Lee Hall, Fredericksburg, Virginia 22401.

Financial Assistance

The College offers many opportunities for student financial aid: scholarships and grants, loans, and student employment. Students wishing to be considered for student financial aid must file the Financial Aid Form (FAF) by an announced deadline in the spring.

The College also has some limited funds available for short term loans to students who can demonstrate an emergency need for funds. Although student financial aid awards are normally made in late spring or early summer for the coming academic session, any student whose financial situation changes dramatically for unexpected reasons should always feel free to contact the Office of Admissions and Financial Aid to see if some assistance might be available.

Health Center

The Health Center, located in Lee Hall, provides emergency and diagnostic service and treats minor medical and surgical problems of residential students. Prolonged treatment, involved tests for complex symptoms, specialty services, and routine physical examinations are referred to the family physician at home or to appropriate specialists in Fredericksburg. Birth control services are available in the Health Center. These include group and individual counseling, a regularly scheduled clinic for those who desire prescription methods of contraception, and over-the-counter methods of contraception available on a cash basis. Prescriptions for birth control pills from private doctors can be filled through the Health Center. Pregnancy tests are done at the Health Center for a small fee.

Provisions are made for students to be seen and examined by a physician Monday through Friday. Hours are 9:30 a.m. to 11:30 a.m. and 1:00 p.m. to 2:30 p.m. except Tuesdays. Tuesday hours are 1:00 p.m. to 3:00 p.m. and 6:30 p.m. to 8:00 p.m. There is always a physician available on 24 hour call for emergencies seven days a week. Nurses are on duty 24 hours daily while the College is in session.

Arrangements for routine, emergency, or specialized dental care by local dentists, orthodontists or dental surgeons can be made through the Center.

Admission to the Health Center at any time of the day or night may be recommended by the College Physician, Health Center nursing staff, Counseling Center staff, Dean of Students or by student request. Any student with a fever of 100.4 or above, or felt to be a health risk to other students will be admitted to the Health Center. If a student refuses admission to the Health Center after it has been determined that such admission is necessary for his/her well-being or the safety of other students, the Dean of Students will be called and will notify the student's parents/guardians or person paying the bill. Any student suffering an extended or serious illness and living within a reasonable distance from the College may be sent home with his/her parents or guardians for recuperation.

Due to limited facilities and for the safety and comfort of other patients, students confined as bed patients **MAY NOT BE VISITED BY OTHER STUDENTS**; however, phone calls on the student phone (Ext. 4486) may be received and notes, books, packages, etc. will be delivered.

A student confined as a bed patient in the Health Center may not take final examinations there.

Full-time commuting students may obtain Health Center privileges by paying a fee each semester through the Student Accounts Office. The fee covers routine and emergency outpatient care. Commuting students admitted as bed patients to the Health Center are charged a daily board fee.

All incoming residential students and those full-time commuting students who apply for Health Center privileges must have on file in the Health Center a form reporting the results of a recent physical examination (which must have been performed within five months prior to the first semester of enrollment and must include a complete immunization history). Once received, these records are considered confidential and are available only to the medical staff.

If the medical health form has not been completed and received by the Health Center by the published date, the student will not be permitted to register for classes or check into the residence hall. Commuting students who do not desire Health Center privileges **must** still have an immunization history on file at the Health Center in order to be able to register for classes.

After 11:00 p.m., the Health Center is locked, and a student must call before coming to the door. If the nurse is not at the door upon the student's arrival, there is a lighted doorbell to ring. **IF TRANSPORTATION IS NEEDED TO THE HEALTH CENTER, THE NURSE ON DUTY MUST BE CALLED (EXT. 4606). NURSES WILL MAKE THE NECESSARY ARRANGEMENTS FOR POLICE TO ESCORT STUDENTS FROM THE HALL TO THE HEALTH CENTER DOOR.**

Health Insurance

To be protected from financial loss caused by an accident or sickness, all students must belong to a health insurance program.

Each student is required to be covered under their family policy, an individual policy, or the student insurance program. The student insurance program is available through the Business & Finance Office, Extension 4637.

Library

The Library's collections of books and periodicals are an important academic resource for students, faculty and staff of the College. Services provided by the Library staff to enhance students' appreciation of the collections are described in the handbook, *Mary Washington College Library*, issued each semester.

Library policies are on page 15.

Lost and Found

The Lost and Found Service is administered by the College Police, 104 Lee Hall. Students are urged to mark all belongings for ease in identification. All items found anywhere on campus should be turned in to the College Police between the hours of 8:00 a.m. and 5:00 p.m. Monday through Friday. Lost items will be held for 30 days and then discarded, given to appropriate charities, sold at auction or, if requested, the original finder may claim the item. Anyone losing an item may use "This Week" to advertise the lost items. Such notices should be submitted in writing to the Office of Publications (Lower Level, Seacobeck Hall).

Minority Student Services

The Office of Minority Student Services, established in 1983, assists students, faculty and the College staff in the development and implementation of programs and supportive

services for minority students in general, and Black Students in particular. This office coordinates activities and services for minority students with other campus offices and staff members. Minority students receive initial intake and counseling services, and later are referred to the appropriate campus resources for further assistance.

The Black Student Association, Asian Student Association, Hispanic Student Association, and Council of Minority Student Leaders receive program assistance from this office. Black History Month events and Martin Luther King Holiday observance, are also the responsibility of this office. The Assistant Dean for Minority Student Services may be contacted in George Washington Hall, Room 204, Extension 4694.

Recreational Facilities: Goolrick Hall, Tennis Courts and Playing Fields

The recreational facilities of Goolrick Hall, the tennis courts, and track are available for use at scheduled times by full time undergraduate students, faculty members, and employees when they are not in use for instructional or organized purposes. Goolrick Hall has an indoor swimming pool, a main and auxiliary gymnasium, a weight lifting room, and a handball/racquetball court. The times available vary, but, in general, recreational use is from 6 p.m. to 10 p.m. Monday through Friday and from 10 a.m. to 5 p.m. on Saturday and 1 p.m. to 5 p.m. Sunday. (Swimming is permitted only when a lifeguard is on duty). Procedures for the use of Goolrick Hall are on page 12.

Residence Halls

See section entitled **Residence Hall Policies and Regulations for information.**

Student/Faculty Dining Plan

Students have the privilege of inviting faculty members to be their guests at the College dining hall. Student hosts or hostesses must sign up 24 hours in advance in the Office of the Assistant Dean for Student Activities and pick up the ticket for which there is no charge.

Telephone Service

The telephone number of the College is (703)899-4100. Each residential student will be given the number of the hall telephone nearest his or her room. Pay telephones are located on most floors of the residence halls, and these may be used by students for long-distance calls. **Only prepaid calls may be received through the hall telephones.**

The telephones in the residence hall offices are for official use and are not to be used by students. Hall telephones are to be shared by everyone and specific regulations for sharing may be established by the students of each hall. Willard Hall, Westmoreland Hall, and the small houses are the only residence halls equipped for the installation of personal telephones. Students in these halls who wish to have private lines must contact C&P Telephone Company.

A Faculty-Staff Directory containing the home and office telephone numbers of College faculty and staff personnel will be distributed in the fall to each front desk and hall telephone. If a number is not listed or cannot be found, students may call 4100 for telephone information. To receive a replacement directory, students should inquire in Room 15 of George Washington Hall.

COLLEGE POLICIES

Bad Check Charge

A \$20.00 charge will be assessed against any member of the College community for any check presented to any office or element of the College, which is returned marked "not paid due to insufficient funds."

Bicycles

A student may bring a bicycle to the College but must adhere to the rules governing bicycles as listed below. Parking racks are provided at each residence hall and some classroom buildings. There is no space available for storage of bicycles during the summer months. Procedures for registering and storing bicycles on campus are:

1. Bicycles must be equipped with a bell.
2. Bicycles must be parked in designated areas at each residence hall.
3. Bicycles may not be stored or parked in hallways, doorways, on porches, or in student rooms, except as noted in 4.
4. Between the first and second semesters and during the semester vacations, students may store their bicycles in their rooms.
5. Bicycles should be securely locked to racks when not in use.
6. Bicycles abandoned for 30 days will be donated to charity or sold at auction.

Campus Closing For Inclement Weather

If winter weather conditions dictate the closing of school, the decision to close will be announced as soon as possible. Notice will be given to the following radio and television stations:

Fredericksburg — WFLS, WFVA, WJOY

Washington/Northern Virginia — Radio: WMAL, WRC, WRQX, WAVE

— Television: Channels 4, 5, 7, 9

Richmond — Radio: WRVA, WRNL, WRVQ

— Television: Channels 6, 8, 12

NOTE: The radio stations usually broadcast the information more quickly.

Change of Address

A student must report a change in address immediately so that the College can notify proper persons in cases of emergency, and correctly mail grade reports, billings, and other correspondence.

A change in address occurring **before the beginning of the academic session** should be reported to the Vice President for Admissions and Financial Aid, Lee Hall.

A change in address, used by a student (P.O. Box, Local Residential, Permanent Home Address, Billing Address) which occurs **after the beginning of the academic session** should be reported to the Office of Student Records, Room 217, George Washington Hall.

A change in the billing address should be reported to the Office of Student Accounts, Room 111, George Washington Hall.

Dining Hall

The following rules govern the use of the Dining Hall:

1. Improper use of an Identification (ID) card in the Dining Hall, i.e. **transferring, loaning, or using another person's ID card** is a violation of the Honor Code.

2. An MWC ID card must be presented for admission to the Dining Hall. Each student must have an ID card. If an ID card is lost temporarily or forgotten, report card lost to the College Police Office.
3. Food served in the Dining Hall is to be consumed in the dining area. No food that requires secondary containers (plates, cups, bowls, and glasses) to be transported is permitted out of the Dining Hall. No utensils, serving dishes, or any other equipment may be removed from Seacobeck without permission of the management.
4. Seconds will be permitted except on premium meals. Reasonable amounts of food will be determined by the host/hostess on duty at that particular time.
5. Shoes and shirts must be worn at all times.
6. Seacobeck will be opened ONLY during eating hours. The Dining Hall will close 1/2 hour after the last serving line closes. At this time, all students will be expected to leave. No studying or loitering will be permitted.
7. Malicious mischief and destructive conduct may result in the loss of Dining Hall privileges. Food throwing and other such behavior are representative of improper conduct (i.e. food fights; pyramid) and will result in immediate administrative disciplinary action.
8. No guest will be permitted to eat unless proper payment has been made or a meal ticket has been presented. Abuse of guest privileges will result in immediate disciplinary action.
9. Behavior problems and vandalism will be within the jurisdiction of the College administration.

Dining Hall – Presidential Advisory Committee

The Presidential Dining Hall Advisory Committee was initiated by and is advisory to the President of the College to promote the maintenance of a high quality college food service and dining facility.

The Committee is comprised of two students from each class, Student Manager of the Food Service, one student dining hall employee, SA Legislative Action Committee Chairman, the Dean of Students, the Vice President of Business and Finance, the Food Service Director, and one Resident Director.

Student appointments are recommended by the Student Association President to the President of the College who makes the final appointments.

Hours of Food Services (Dining Hall, Eagles Nest, Pool Room, Vending Machines)

All residential students pay for complete meal service — three meals a day, seven days a week. Commuting students may pay the full semester charge and receive meal privileges. Also available to commuting students is a five-lunch per week program at a reduced rate. Information for both of these meal plans can be obtained in the Office of Student Accounts. Meals are served in Seacobeck Hall.

Hours of Seacobeck Dining Hall

Monday–Friday

Breakfast 7:15 a.m.– 9:00 a.m.
Late (Continental Breakfast) 9:00 a.m.–10:30 a.m.
Hot Lunch 10:30 a.m.– 1:00 p.m.
Salad, Sandwich and Soup..... 1:00 p.m.– 4:00 p.m.
Dinner 4:00 p.m.– 6:30 p.m.

Saturday

Breakfast 8:00 a.m.– 9:00 a.m.
Late Breakfast 9:00 a.m.–10:00 a.m.
Lunch..... 12 noon–1:30 p.m.
Dinner 4:30 p.m.– 6:00 p.m.

Sunday

Continental Breakfast 8:00 a.m.– 9:00 a.m.
Brunch 10:30 a.m.– 1:30 p.m.
Dinner 4:30 p.m.– 6:00 p.m.

A valid ID card must be presented for admittance at meal time. Residential students may bring guests to the dining hall and may pay cash for the guest's meal upon entering the cafeteria.

Meal Prices for Guests

Breakfast \$3.00
Lunch \$3.75
Dinner (including mid-day Sunday) \$5.50
Premium Entree Meal \$6.50

Hours of The Eagles Nest

Monday–Friday 9:00 a.m.–11:45 p.m.
Saturday..... 6:00 p.m.–11:45 p.m.
Sunday 6:30 p.m.–10:45 p.m.

The Eagles Nest, consisting of a snack bar and a short-order grill, is located in the Campus Center. The Eagles Nest is open to all members of the College community and their guests.

Snack foods and soft drinks are available from vending machines in residence halls and most academic buildings.

Hours of Pool Room

Sunday, Monday, Tuesday, Wednesday Closed
Thursday 8:00 p.m.–11:45 p.m.
Friday–Saturday 9:00 p.m.–2:00 a.m.

Hours Campus Buildings are Operational

FACILITY	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Academic:							
Classroom Bldgs.	7:30 a.m.- 10 p.m.	7:30 a.m.- 10 p.m.	7:30 a.m.- 10 p.m.	7:30 a.m.- 10 p.m.	7:30 a.m.- 10 p.m.	for scheduled classes*	Closed*
*Some classroom buildings are open for special use on weekends. Departments scheduling these buildings will provide procedures for their use.							
Goolrick	8 a.m.- 10 p.m.	8 a.m.- 10 p.m.	8 a.m.- 10 p.m.	8 a.m.- 10 p.m.	8 a.m.- 10 p.m.	10 a.m.- 5 p.m.	1 p.m.- 5 p.m.
All times are in effect only when rooms are not in scheduled use. Building hours subject to change during special events.							
E. Lee Trinkle Library	8 a.m.- 11 p.m.	8 a.m.- 11 p.m.	8 a.m.- 11 p.m.	8 a.m.- 11 p.m.	8 a.m.- 9 p.m.	9 a.m.- 5 p.m.	1 p.m.- 11 p.m.
Administrative:							
George Washington Hall Offices	8 a.m.- 5 p.m.	8 a.m.- 5 p.m.	8 a.m.- 5 p.m.	8 a.m.- 5 p.m.	8 a.m.- 5 p.m.	only by appointment	only by appointment
Lee Hall Offices	8 a.m.- 5 p.m.	8 a.m.- 5 p.m.	8 a.m.- 5 p.m.	8 a.m.- 5 p.m.	8 a.m.- 5 p.m.	only by appointment	only by appointment
Physical Plant	8 a.m.- 4:30 p.m.	8 a.m.- 4:30 p.m.	8 a.m.- 4:30 p.m.	8 a.m.- 4:30 p.m.	8 a.m.- 4:30 p.m.	Closed	Closed
Student Services							
Bookstore	8 a.m.- 5 p.m.	8 a.m.- 5 p.m.	8 a.m.- 5 p.m.	8 a.m.- 5 p.m.	8 a.m.- 5 p.m.	Closed	Closed
Extended hours are maintained during fall and spring rush periods.							
Campus Center	8 a.m.- Midnight	8 a.m.- Midnight	8 a.m.- Midnight	8 a.m.- Midnight	8 a.m.- 1 a.m.	Noon 1 a.m.	Noon Midnight
Counseling Center	8 a.m.- 5 p.m.	8 a.m.- 5 p.m.	8 a.m.- 5 p.m.	8 a.m.- 5 p.m.	8 a.m.- 5 p.m.	only by appointment	Closed
Eagles Nest	9 a.m.- 11:45 p.m.	9 a.m.- 11:45 p.m.	9 a.m.- 11:45 p.m.	9 a.m.- 11:45 p.m.	9 a.m.- 11:45 p.m.	6 p.m. 11:45 p.m.	6:30 p.m. 11:45 p.m.
Health Center	7 a.m.- *11 p.m.	7 a.m.- *11 p.m.	7 a.m.- *11 p.m.	7 a.m.- *11 p.m.	7 a.m.- *11 p.m.	7 a.m.- *11 p.m.	7 a.m.- *11 p.m.
*After 11 p.m., the door is locked and a student must call before coming to the door.							
Meeting Rooms Campus Center	Scheduled Through Office of Student Activities						
Pool Room	Closed	Closed	Closed	8 p.m.- 11:45 p.m.	9 p.m.- 2 a.m.	9 p.m.- 2 a.m.	Closed
Other hours to be determined.							
Post Office Services	9 a.m.- 4 p.m.	9 a.m.- 4 p.m.	9 a.m.- 4 p.m.	9 a.m.- 4 p.m.	9 a.m.- 4 p.m.	8 a.m.- 11 a.m.	Closed
Box Access	9 a.m.- 8 p.m.	9 a.m.- 8 p.m.	9 a.m.- 8 p.m.	9 a.m.- 8 p.m.	9 a.m.- 8 p.m.	9 a.m.- 8 p.m.	Closed
Residence Halls	See section on "Visitation" in MWC Judicial System						
Seacobeck Dining Rooms	See section on Food Services.						

Identification Cards

Each student is provided an identification card and is required to present it for admission to the Dining Hall, Library, Goolrick Gym, Tennis Courts, and College-sponsored events, as well as for check-cashing purposes. The ID card is re-validated electronically each semester for the student who is attending the College. The card is the property of the College and is not transferable; nor can it be loaned. Falsification or loaning an ID card is an Honor Code offense. The cards are color coded: Gray, residential student; Cream, commuting student; green, graduate student. Report lost ID card to College Police Office and to the Library. A charge of \$5.00 is made to replace a lost card. A charge of \$1.00 is made to replace a damaged card. A student who withdraws must surrender his/her card during the check-out process to the Office of Academic Services.

Library

General

The Library is an important academic community resource, with materials available for use by the students, faculty and staff of the College. The shared nature of the Library's collections encourages the responsible exercise of library privileges by all members of the community. An electronic detection system ensures that the Library's materials are available to all who need them. The system will not damage audio-cassettes or floppy disks. The theft, attempted theft, or mutilation of Library materials is an Honor Code offense.

Circulation

The student ID card is used to check material out of the Library. A lost ID card should be reported to the Library immediately, as each student is responsible for all books checked out on his or her card.

Materials are loaned for 35 days, and may be renewed once if no other reader has placed a hold on them. Materials must be brought to the Library to be renewed.

A hold or recall may be placed on an item in circulation.

Each borrower is responsible for replacement of lost or damaged library materials.

There is a fine of 15¢ per day on all overdue materials, to a maximum of \$10.00 per item. The fine ceases to accumulate when the item is returned, whether the fine is paid then or later. Two overdue reminders will be sent. If within one week of sending a third overdue notice the material is not returned, its replacement cost (or a minimum of \$35.00), together with a \$5.00 service charge, is posted against the student's account in the Office of the Vice President for Business and Finance. These charges may be paid only in that office. Should the material be found and returned within six (6) months, the Office of the Vice President for Business and Finance will credit the student's account with the full amount charged, less the fine owed and a \$5.00 charge.

Reserve Materials

Materials on reserve are available from the reserve area at the circulation desk. Special circulation policies applying to reserve items are posted there.

Periodicals

All periodicals must be used in the building. Back issues of most journals and newspapers are in microform. Coin-operated reader-printers are available for reading and copying articles, at a charge of 10¢ per page. These machines take dimes only. There is a change machine in the Library; how-

ever, readers doing extensive research are advised to bring dimes. A magazine may be borrowed, for class use only, by special arrangement with the Periodicals Department.

Services

The Library staff offers a variety of reference and instructional assistance to help students make the most effective use of the Library's extensive resources. These include a one-credit course covering bibliographic resources and research procedure, taught each semester. Reference assistance is available during regularly scheduled hours and by appointment. Online data base searches are available. Consult a Reference Librarian.

Interlibrary Loan

Interlibrary loan services are available to students engaged in research projects which cannot be completely supported by the resources owned by the Library. Students wishing such supplementary or special materials must consult a Reference Librarian, to ensure that they have exhausted the Library's resources in their area of study, before submitting interlibrary loan requests. Interlibrary loan requests are limited to three items. Allow at least 3 weeks for processing. Students are responsible for charges for photo copies.

Prohibitions

To keep the Library free of insects (a frequent problem), food and drink are not allowed in the building.

Mail

Mail for students is delivered Monday through Saturday to assigned boxes in the Post Office located in the Campus Center. Student mail is not posted on Sundays. For each room in a residence hall a post office box exists, thus an illustrative mailing address for a student might be:

Joe Smith

215 Bushnell Hall

Mary Washington College

Fredericksburg, Virginia 22401-5358

Students may purchase stamps and send mail from the campus Post Office Monday through Friday between 9:00 a.m. and 4:00 p.m., and between 8:00 a.m. and 11:00 a.m. on Saturday.

Meal Reimbursements for Internships & Student Teachers

Residential students participating in internship or student teaching programs may receive reimbursement for the meals they must miss. The necessary forms can be obtained from the director of the program and must be submitted to the Office of Student Accounts prior to the commencement of the program in order to receive credit.

Parking Regulations and Automobile Registration

The operation and parking of a motor vehicle on the campus and environs is a privilege granted by Mary Washington College. The administrative regulation of faculty, staff and student parking is necessary to provide the least inconvenience to not only the members of the College community but to the residents who live in the immediate vicinity of the campus.

The College assumes no liability for the care or protection of any vehicle or its contents. A person operating a vehicle on the campus assumes full responsibility for observing College regulations and the laws of the City of Fredericksburg and the Commonwealth of Virginia. Enforcement of these parking regulations is the primary responsibility of the Office of College Police; however, City and State Police do have legal jurisdiction. **Definition.** A vehicle includes any motor-powered automobile, truck, van, motorcycle or scooter. **Parking** includes spaces in any lots or streets perpendicular and parallel to the College.

The College reserves the right to change any or all of these regulations as necessary and upon advance written notification to those individuals affected.

Reserved Parking Lots and Spaces

Certain areas are allotted for parking by the various constituencies of the College, but no space is guaranteed. Below are listed the areas where parking is permitted by each group and the time when parking is permitted.

All residential students with vehicles must utilize assigned parking lots from 7:30 a.m. Monday through 5:00 p.m. Friday. Residential students may park in any non-restricted spaces and on the adjacent streets of Fredericksburg after 5:00 p.m. Friday and until 7:30 a.m. Monday.

A. Residential Student Assigned Parking Areas and Color Codes of Parking Lots and Auto Stickers. See also E. Snow Emergency.

1. Seniors (90 or more semester hours).

Parking areas and decal strips colored blue. Brent, Bushnell, Chandler, Framar, Jefferson, Marshall Lot, Road up the hill from and in front of Marshall, Marye, Mason, Monroe, Randolph, Russell, Seacobeck, Heating Plant, Tennis Courts by Sunken Road, Westmoreland, and the College side of Sunken Road between Cornell and William Streets.

2. Juniors (58 to 89 semester hours).

Parking areas and decal strips colored yellow. Sunken Road College side between Cornell and William Streets, Tennis Courts by Sunken Road, lot between Pollard and Goolrick, Hanover Street on the Battleground side only.

3. Sophomores (28 to 57 semester hours).

Parking areas and decal strips colored green. Battleground Tennis Courts **except** short-term parking spaces, lot between Pollard and Goolrick, Hanover Street on the Battleground side only, Tennis Courts by Sunken Road.

4. Freshmen (27 or fewer semester hours).

Parking areas and decal strips colored red. Battleground parking lot parallel to Hanover Street, Hanover Street on the Battleground side only. Any upperclass students may also park in this area.

B. Commuting Students. Parking areas and decal strips colored white.

1. City streets parallel and perpendicular to the campus, utilizing the College side of street first, Goolrick Hall.

2. After 5:00 p.m. Monday through Friday on Campus Drive and selected staff spaces in Chandler, Monroe and Westmoreland lots. On Saturdays and Sundays commuting students may park in any space available except handicapped (unless displaying a handicapped license), resident director, or service vehicle spaces. (Also see Section C below).

C. Goolrick Hall lot will be available **only** to commuting students from 7:30 a.m. until 5:00 p.m. Monday through Friday. After 5:00 p.m. Monday through Friday, any student may park in the lot until the building closes. On Saturday and Sunday, the lot is available to all students

until the building closes. **There will be no overnight parking in this lot.**

D. Faculty and Staff. Decal Only.

Lots at Westmoreland, Chandler, Seacobeck, Goolrick, Heating Plant, Monroe, Campus Drive, Maintenance Building and individual spaces designated elsewhere. Faculty and Staff are urged not to park on College Avenue.

E. Snow Emergency.

To aid in snow removal of major roadways and preliminary to snow removal in parking lots, certain areas are designated **Snow Emergency**. A snow emergency designation means that no car will be parked in the area when there is a threat of snow, sleet, hail, freezing rain or ice. Cars left in these spaces and impeding snow removal are subject to towing at the owner's expense.

Streets and areas designated as snow emergency include: Campus Drive at College Avenue; the road around the quad formed by Combs, Jefferson and Bushnell (student cars at Jefferson and Bushnell may remain parked in allotted spaces); the road to Marshall from Campus Drive (student cars may remain parked in allotted spaces); faculty and staff spaces in the Westmoreland lot; Campus Drive from Sunken Road; Lee Hall lot; faculty and staff spaces at Monroe Hall; at the Chandler lot, Heating Plant lot, Goolrick lots and drive, Seacobeck lots.

After these spaces are cleaned, and as announced, student lots will be cleaned with student vehicles using temporary snow emergency spaces that were cleared earlier.

F. Students with Internships:

Students with internships who return to the campus after dark may be provided central overnight parking for those specific evenings. In the Westmoreland parking lot, the row of spaces opposite the senior spaces is designated as overnight intern parking. On the recommendation of the Director of Internship Programs, the Office of College Police will issue to a qualified intern a special parking permit for nights during a semester when the intern returns to the campus after dark. The intern may park in the space on the designated night(s) between 7:00 p.m. and 7:30 a.m. Cars not moved by 7:30 a.m. may be towed.

General Vehicle Registration Requirements

1. All faculty, staff and student vehicles operated in the Fredericksburg area must be registered with the Office of College Police. A Student must register his or her own vehicle. The vehicle cannot be registered in the name of another student or by another student. The registration sticker and color strip must be prominently displayed on the left rear bumper. The Office of College Police will indicate a location to display the decal for motorcycles or other vehicles without rear bumpers. Parking decals are renewable annually without cost.
2. Registration of faculty, staff and student vehicles should be completed by September 1 of each year or within 48 hours of employment or when the student brings a vehicle to the campus the first time. Unregistered vehicles are subject to towing.
3. Decals issued to residential students permit parking in specific locations from 7:30 a.m. Monday until 5:00 p.m. Friday.
4. Decals issued to commuting students permit parking at Goolrick Hall and on the city streets adjacent to, parallel and perpendicular to the campus between 7:30 a.m. and 5:00 p.m. Monday through Friday. Parking on Campus Drive after 5:00 p.m. daily, as well as weekends, is permitted for commuting students.
5. Decals issued to faculty and staff permit parking on Campus Drive and in selected lots designated for staff

parking Monday through Friday.

6. All regulations apply equally to faculty, staff and students unless otherwise specified. Vehicle registration forms, decals and violation notices are official documents of the College.
7. The person in whose name a vehicle is registered will be held responsible for any violation of these regulations. Extreme caution should be exercised in lending a vehicle.
8. The College reserves the right to withdraw parking privileges if it is in the best interests of the student or the College.
9. Each day a vehicle is in violation of a College regulation constitutes a separate offense.
10. Unregistered vehicles parked on campus between 2:00 a.m. and 8:00 a.m. will be towed.
11. A student with a guest staying on campus overnight between the hours of 2:00 a.m. and 8:00 a.m. must report the license number and description of the vehicle to the Office of College Police. Any violation of this regulation may be charged to the student with whom the guest is staying, and the vehicle may be towed.
12. Handicapped and students with injuries should obtain special permission to park at locations more convenient to classes, work, residence halls, etc.

Specific Requirements for Vehicle Registration

1. Each faculty or staff member and student, regardless of status (residential, non-residential, special, etc.) must register any motor vehicle kept on College property or in the vicinity, regardless of ownership.
2. Any student operator under age 18 must have on file, as a requirement of registration, a signed statement from the owner of the vehicle indicating knowledge and understanding of the regulations and granting the registrant permission to operate a motor vehicle at Mary Washington College and in the Fredericksburg area.
3. At the time of registration, each applicant must present a current driver's license; current state registration (proof of ownership); license number; and description of vehicle (make, body, style, color, etc.).
4. If more than one vehicle is to be used on campus, all such vehicles must be registered.
5. Only the owner or authorized operator may register a vehicle.
6. The decal must correspond at all times and under all conditions with the vehicle and license plate for which it is issued. Decals are not transferable and must be removed under the following conditions:
 - (a) Change of vehicle ownership
 - (b) Termination of association with Mary Washington College
 - (c) Termination of period for which issued (decals of previous years are not to be displayed)
 - (d) Change of status or eligibility for car privileges
7. Registration will be attested to by the appropriate display of the current decal. **THE DECAL SHALL BE DISPLAYED AS LONG AS THE VEHICLE IS USED DURING THE TERM FOR WHICH IT IS ISSUED.** Loss or defacement of a decal must be reported immediately.

Parking and Traffic Regulations

1. Motorcycles may be parked in a yellow triangle on any lot where a triangle is located.
2. Yellow painted curbs and lines, including those inside parking lots, indicate no parking, except as noted in 1 above. Parking is prohibited on lawns, crosswalks, sidewalks, in-service drives, driveways and alleys,

within 15 feet of a fire hydrant, on the drive leading to the parking lot in back of duPont, loading zones and handicapped spaces, unless handicapped.

3. When using perpendicular parking spaces, the rear of the vehicle must face the parking lot.
4. At least one short interval (generally limited to 15 minutes) parking place is designated near each building. There are several others near the Library, Lee, George Washington, etc., for everyone's convenience. Failure to observe the time limit in these zones will result in parking fines.
5. Campus parking lots are not to be used for vehicle washing or repairs. The Office of College Police should be notified if a vehicle becomes disabled and subject to ticketing. Every effort should be made to keep vehicles in sound mechanical condition.
6. Automobile accidents on the campus involving property damage or personal injury must be reported immediately to the Office of College Police. If the person injured is an enrolled student, a report must also be made to the Office of the Dean of Students.
7. Traffic signs and signals, speed limits and instructions of police officers must be obeyed.
8. Driving under the influence of intoxicants is an offense against College regulations and the Commonwealth of Virginia. Offenders — employees, students or their guests — will be subject to such penalties as the law prescribes.
9. Right-of-way shall be given to fire, police and rescue vehicles by pulling to the curb until they have passed.
10. Pedestrians have the right-of-way in crosswalks.
11. Abandoned cars will be towed away at the owner's expense. Any vehicle which does not have current license plates will be presumed to be abandoned.
12. Persons having a temporary parking problem, whether of minutes', hours', or days' duration, **MUST** seek a solution from the Office of College Police. Disabled vehicles illegally parked must be removed within 24 hours.

Penalties, Enforcement, Appeal

1. Enforcement of all traffic rules and regulations is the general responsibility of the College Police.
2. A violation ticket shall not be discussed with the police officer who writes it except for clarification of the charge. The police officer has no authority to settle a ticket which has been issued.
3. Moving violations, such as speeding, reckless driving or failure to stop at a stop sign, will be referred by summons to the courts of legal action.
4. Fines, payable to the College at the Office of College Police, will be assessed for breach of campus regulations as follows:

\$5.00 Fine:

- Parked so as to block other vehicles
- Parked by backing into parking stall
- Parked at improper angle across stall lines
- Parked in excess of time limit
- Parked in prohibited area
- Parked in unauthorized lot or space
- Parked along painted (yellow) curbs
- Not parked within painted lines
- Parked facing the wrong way (left side to curb) or backed into perpendicular space
- Parked more than 12 inches from curb
- Parked closer than 15 feet to a fire hydrant
- Driving across or parking on curb/sidewalk
- Driving and/or parking on grass

- Failure to obey College traffic signs
\$10.00 fine:
- Registration decal improperly displayed
- Registration decal not displayed
- \$20.00 fine:
- Operation of vehicle after privilege suspended or revoked
- Failure to register vehicle

Late Payment of Fine:

- A \$5.00 late charge is added to a ticket if it is not paid within five working days of the issuance of the ticket.
5. Student receiving 10 parking violations within one school year will have their vehicles towed for each additional on-campus violation for the remainder of the school year. Additional violations over 10 per year are subject also to other administrative disciplinary actions.
 6. Appropriate disciplinary action will be determined by the Office of the Executive Vice President, George Washington Hall. Penalties will range from the loss of driving privileges for a minimum of thirty (30) days or a suspension from the College for a just cause.
 7. Students with unpaid traffic tickets jeopardize their chance for continuation or readmission, and no transcript will be issued by the College until all indebtedness is paid.
 8. Appeals of violations of vehicle regulations will be heard. Anyone wishing to appeal a ticket **MUST** fill out an appeal form within five working days after the citation has been issued. These forms may be picked up at the Office of College Police, completed and returned to the Office of the Executive Vice President. A student may schedule an appointment for the hearing. It should be noted that appeals will be heard only on the issue of whether or not the cited regulation was, in fact, violated. It is no excuse that one "thought it was no violation" or "did not mean to" or "saw other vehicles" in the same situation. Decisions resulting from hearings are final.

Nighttime Procedure for Students Parking at the Battleground, Tennis Courts, and Hanover Street

After dark escort service is provided, upon request, to students who wish to be transported back to the campus after parking in one of the areas noted above. (Three or more students in one car can walk back as they have security in numbers). The student wishing this service should call, Ext. 4060, or stop by the Escort Service Office in the Campus Center. After 2:00 a.m. the students are advised to contact the Office of College Police, Ext. 4634, for safe transportation from the above parking areas.

If there is an emergency once at the area, use the telephone in the lighted parking lot to contact the Police. Do not call for the escort from that phone as you may need to wait for a number of minutes before the escort arrives. **IN CASE OF EMERGENCY ON CAMPUS DIAL 4634, OFFICE OF COLLEGE POLICE.**

Payment of Accounts

Full payment of fees and tuition must be received by the published due dates. If fees are not paid, the student will not be permitted to register for classes, attend classes, check into the residence halls, or eat in the dining hall. If fees are paid after the deadline, a late payment fee will be charged.

At the end of a semester, a student with an account balance for library fines, lost books, room damages, or other miscellaneous charges will not receive grades or transcripts until

the account is paid in full. Seniors whose accounts are not paid will not be permitted to participate in Commencement exercises.

It is the responsibility of the student to contact the Office of Student Accounts if a bill has not been received within one week of the beginning of classes.

Student Affirmative Action and Equal Opportunity

Mary Washington College is committed to the concept that all people shall have an opportunity to develop and work to the limits of their ability. The College does not discriminate on the bases of race, color, religion, physical disability, national origin, political affiliation, marital status, sex (except in housing) or age in admitting and housing students, awarding grades or in employing and promoting faculty and staff members. It is expected that each student who enrolls and each employee at Mary Washington College will uphold these ideals of equality. Questions in these matters should be directed to Dr. A. Ray Merchant, Executive Vice President and AA/EEO Officer, Room 15, George Washington Hall, Fredericksburg, Virginia 22401, or telephone to (703) 899-4368.

Mary Washington College provides disabled members of the College Community with an opportunity to participate in campus activities and programs. To fulfill this responsibility the College will keep present and future students, faculty and staff informed of how to take advantage of accessible locations and will be available to bring about resolution, if possible, wherever accessibility problems occur. For more information contact the Office of the Executive Vice President, Room 15, George Washington Hall, 899-4368.

Student Grievance Procedures For Resolving Allegations of Discrimination

Mary Washington College is committed, by policy of the Board of Visitors dated February 11, 1978, to the concepts of equal employment and educational opportunities for all persons. It is recognized, however, that allegations of discrimination may arise and that procedures for addressing them in a prompt, orderly and equitable manner should be available. The procedures that follow outline the processes and steps that have been established by the College to address specific allegations of discrimination.

Scope of the Procedure

This grievance procedure is available to any student at Mary Washington College who feels that he or she has been discriminated against by one or more persons serving in an official capacity for the College, which alleged action directly or indirectly negatively affects the education or work activity of the individual and which can be corrected by the College. The complaint or allegation must be based on one or more of the following discriminatory factors: race, color, religion, physical disability, national origin, political affiliation, marital status, sex, or age (except where sex or age is a bonafide occupational qualification). This procedure is designed specifically for resolving matters of alleged discrimination as may be applicable to Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and other requirements.

Complaints of students concerning Judicial and Honor procedures and violations, student disputes with faculty mem-

bers over marks or grading policies, and student campus housing policies that specify same sex roommates and single sex or coeducational residence halls shall be referred to other established procedures for resolution. If discrimination is a part of the allegation, the other established procedures will be utilized.

Procedures

Step One. A student with a complaint must consult in person with the College AA/EEO Officer or, in his/her absence, his/her designee within 10 working days after the event that gave rise to the alleged violation.

For this meeting, the student must complete and sign an MWC Form, D-1 (secured from the AA/EEO Officer and returned to that office) providing the following information:

1. The basis for alleged discrimination (sex, race, age, etc.).
2. A clear statement of the facts upon which the complaint is based, including an explanation of how the student has been adversely affected.
3. An identification of person(s) or the College policy or procedure considered responsible for the alleged discrimination upon which the complaint is based and an explanation of why the person(s) is considered responsible or why the College policy or procedure is considered improper.
4. A copy of any pertinent Board of Visitors or College policies or regulations, state statutes, contractual agreements, or other documents of custom or practice upon which the complainant relies.
5. A statement of the specific relief sought.

One purpose of this meeting is for the College AA/EEO Officer to determine whether or not the allegation is one that comes within the purview of these procedures. The decision as to whether the complaint is covered by these procedures or is properly covered under other procedures shall be made entirely by the AA/EEO Officer and announced to the complainant in writing within 10 working days after the initial meeting.

If the allegation is one that is within the purview of these procedures, the AA/EEO Officer will review all of the facts provided by the complainant and will thoroughly investigate the alleged discrimination. The findings of the investigation and the proposed resolution will be communicated in writing to the complainant within 10 working days after the AA/EEO Officer receives the completed MWC Form D-1.

Step Two. In the event a student complainant is not satisfied with the Step One resolution, the individual may request a Complaint Panel hearing within five working days after receipt of the Step One Decision. The request for a Panel hearing shall be made on a Step Two Complaint Form obtained from the College AA/EEO Officer and returned to him once it is completed. On the Step Two Complaint Form, the complainant will provide the following information:

1. A list of witnesses to be present at the panel hearing.
2. The identification of any counsel, advisor, or observer to be present at the hearing.

This Step Two Form, together with the Step One Complaint Form, will constitute the formal application for a Step Two Complaint Panel hearing. The AA/EEO Officer shall transmit these forms to the President of the College within five working days after receipt of them.

The President shall appoint a three-member panel composed of two full-time administrators and one full-time faculty member. The panel shall then elect a chairman from its ranks and set a date, time, and place for the hearing that shall not be more than 10 working days after it is selected. The student shall be notified of the hearing date, time, and place. Before the hearing, the AA/EEO Officer will supply the panel mem-

bers with copies of the complaint forms. After the hearing, the panel will submit its recommendation to the President of the College for his consideration and action. The President shall notify all parties of his decision within five working days after receipt of the recommendation of the panel. Procedures for conducting the hearing are given later in this document.

Step Three. If the President's decision is not acceptable to the complainant, the individual may appeal the decision to the Executive Committee of the Board of Visitors. To accomplish this, the complainant shall present to the President within 10 working days following the receipt of the President's decision a written request addressed to the Rector for a hearing by the Executive Committee of the Board of Visitors. Within 30 days after receipt of a request from a complainant, the Rector shall have the Executive Committee of the Board of Visitors review the record of the panel hearing and render a decision and notify the complainant.

The decision of the Executive Committee shall be final in all determinations relating to the College position on the complaint. Failure to comply with the decision of the Executive Committee or reprisals as a result of the decision shall be cause for disciplinary action.

The conduct of the hearing shall be as follows:

1. The panel shall determine the propriety of attendance at the hearing of persons not having a direct interest in the hearing.
2. The panel may, at the beginning of the hearing, ask for statements clarifying the issues involved.
3. The hearing shall be recorded by tape, and a copy of the tape may be supplied to the complainant at his or her request for the cost of the tape.
4. Exhibits, when offered by the complainant or the College, may be received in evidence by the panel and, when so received, shall be marked and made part of the record.
5. The complainant and College officials, or their representatives, shall present their claims and proofs and witnesses, who shall submit to questions or other examination. The panel may, at its discretion, vary this procedure but shall afford full and equal opportunity to all parties and witnesses for presentation of any material or relevant proofs.
6. The parties may offer evidence and shall produce such additional evidence as the panel may deem necessary to an understanding and determination of the dispute. The panel shall be the judge of relevance and materiality of the evidence offered. All evidence shall be taken in the presence of the panel and of the parties.
7. The panel will operate on the basis of a simple majority vote.
8. When all claims, evidence, and proofs are received from both parties, the panel shall deliberate in privacy and transmit its recommendation within five working days after the hearing to the President of the College. The President shall notify all parties of his decision within five working days after receipt of the recommendation of the panel.

NOTE: With consent of both parties, the panel may extend any or all of the time periods established in this procedure.

All questions relating to discrimination should be addressed to Dr. A. Ray Merchant, Executive Vice President and AA/EEO Officer, Room 15, George Washington Hall, Mary Washington College, Fredericksburg, VA 22401, or telephoned to (703)899-4368.

Nothing in the complaint procedure shown in this document is intended to prohibit an individual from filing in writing an allegation of discrimination with the Office of Civil Rights, Department of Health and Human Service, Washington, D.C. 20201.

Use Of The Mary Washington College Name, Seal, Logo, and Medallion

No member of the College community, student or faculty group, club or organization, or non-College group, business or individual may use the seal of Mary Washington College, the name **MARY WASHINGTON COLLEGE** or the logo or medallion, as part of its title, name, or designation or in the title or name of any publication or for advertising purposes of items or goods without prior written approval from the Executive Vice President of the College.

Withdrawals

There are two types of withdrawal from the College. Voluntary Withdrawal is a procedure initiated by the student; Administrative Withdrawal is an action taken by appropriate authorities of the College.

Voluntary Withdrawal. A student who does not plan to complete the course-work for a semester must report to the Office of Academic Services no later than the **last day of classes** to complete the withdrawal process. In order to withdraw from a semester, the student must do the following:

1. Complete the official withdrawal form in the Office of Academic Services.
2. Obtain clearance from designated officials of the College.
3. Pay all outstanding financial obligations to the College.
4. Submit evidence of parental authorization to withdraw.
5. Officially check out of the residence hall and return the room key to the Resident Director.
6. Return the MWC ID card (and key to the Assistant Dean for Residence Life, if applicable) to the Office of Academic Services.

No courses or grades will be recorded for the semester; however, a notation of withdrawal will be made on the student's permanent record.

Administrative Withdrawal. When the withdrawal of a student from a semester is required by action of the Honor Council or as a result of official administrative action, such involuntary withdrawal is termed Administrative Withdrawal. The student is given instructions when such action is taken. A student thus expelled is not eligible for readmission.

A student who withdraws in good academic standing is eligible for readmission. A student who withdraws while on academic probation may be readmitted **only** by approval of the Readmission Board. Any student in good standing who plans to return should request a Leave of Absence at the time of withdrawal. A student who withdraws under accusation of an honor offense is not eligible for readmission.

Fee adjustments are based on the official date of the withdrawal, which is the date that the withdrawal form, with all clearances, is received in the Office of Academic Services. (See Refund of Fees, Withdrawal Charges, in the *Academic Catalog*).

Student Affairs Policies & Procedures



What is Student Affairs?

What is expected of me as a citizen of the College community?

How do I book a party?

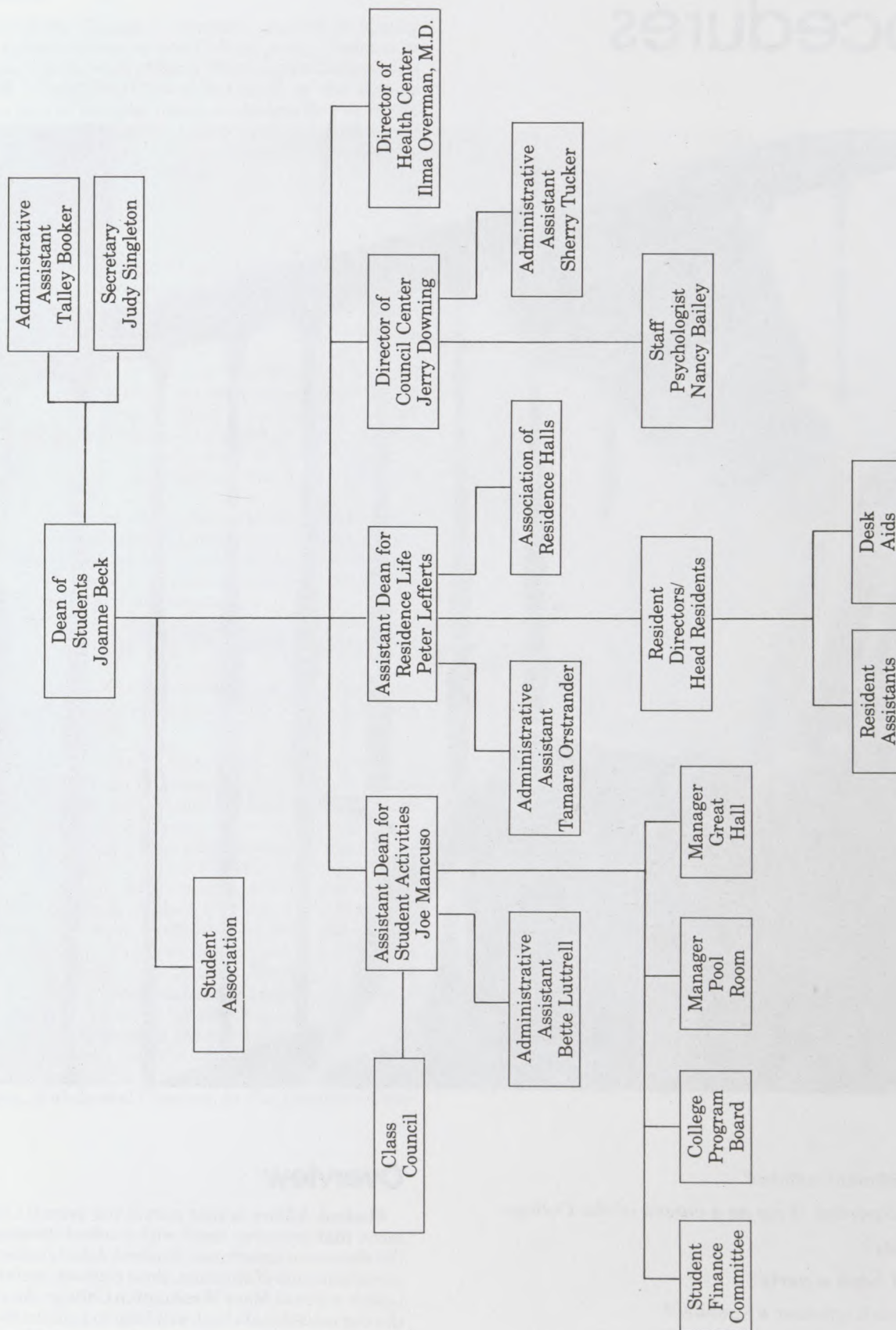
Can my club sponsor a speaker?

How can my club reserve the College bus?

Overview

Student Affairs is that part of the overall College environment that concerns itself with student development outside the classroom experience. Student Affairs concerns itself with the orientation of students, their conduct, social activities and health while at Mary Washington College. An examination of the organizational chart will help to explain the overall operation of the Student Affairs component at Mary Washington.

Student Affairs Organizational Chart



Policies and Procedures for Students in the College Community

Accepting Citizenship

Students at Mary Washington College have dual citizenship. They belong to society as a whole and also to the particular community made up of Mary Washington faculty, staff, and students. In both of those environments, respect for others is the norm. Rational, mature behavior is expected. Voluntary entrance into the community implies acceptance by the student of College regulations. It means that the student must also continue to uphold the standards of the greater community, live by its rules, and fulfill its obligations. Failure to observe these expectations will subject the student to disciplinary action through an established procedure of due process.

Many College regulations are simply a formal statement of those principles of conduct accepted as necessary for the fabric of society to hold together. Other regulations are principles designed to promote the successful functioning of a residential academic community. Thus in some instances, College standards go beyond those of the general society.

Mary Washington College students are expected to evidence mature conduct away from campus. They will be responsible to civil authorities for any violation of law. As a general rule, no additional penalty will be imposed by the College. However, in some cases the interests of the College may be affected, and when this is judged by proper authorities to be the case, disciplinary action may also be taken by the College.



Alcohol Policy

Principle on Which This Policy is Based

This policy was drafted with the clear recognition that alcoholic beverages are a factor in the social life of some young people. At the same time the College recognizes that the laws of the Commonwealth of Virginia are clear and unambiguous: persons under the age of 21 are not to purchase, consume or possess any alcoholic beverage. The position of the College is that students 21 years of age or over have, with respect to alcoholic beverages, all the rights of purchase, possession and consumption they would have any place in American society. At the same time it must be clearly recognized that students 21 years of age or over are prohibited by law from purchasing or obtaining alcoholic beverages for the purpose of reselling, providing or giving alcoholic beverages to anyone under 21 years of age.

The College endeavors to create a social environment in which students are not segregated by age, but in which alcoholic beverages are sold/served only to those students legally of an age to consume them. The College expects students of all ages to behave in conformity with the law and with maturity and responsibility with respect to alcohol when in the privacy of their rooms in the residence hall. Moderation and responsibility are the key virtues the College seeks to foster with the policy. Alcohol is an adjunct to the social life of some students but it should not be at the "center" of the social life of the Mary Washington College student.

Definitions:

PRIVATE SPACES — Student rooms in College residence halls. All other space on the Mary Washington College campus is considered to be public space with the one exception explained in the next definition.

DESIGNATED PRIVATE SPACES — Those hallways, lounges, common rooms, and other public rooms in residence halls in which an approved party may be held. The designated space is defined on the party permit.

APPROVED PARTY — A party which has received a permit as defined in this policy.

COLLEGE-CONTROLLED PUBLIC SPACES — Those areas on campus for which the College has obtained (or can obtain) Alcoholic Beverage Commission licensing for the sale or service of alcoholic beverages. Included are the Campus Center, the Lee Hall Ballroom, and Trench Hill.

Elements of Policy

1. All students who are 21 years of age or older may possess alcoholic beverages of any type in their residence hall rooms. These beverages may be served to other persons, who are also 21 years of age or over, in residence hall rooms.
2. No student under 21 years of age may purchase, possess or consume alcoholic beverages of any type on the Mary Washington College campus.
3. Beer is the only alcoholic beverage that may be sold on campus, whether by ARA or other agents of the College, or by student organizations, hosting a party at which an admission is charged.
4. Beer and wines may be served at functions where no admission is charged.
5. Beer must be served only in individual containers at any function where students of both legal age and underage are present.
6. Kegs of beer may be used only at social functions where everybody in attendance is 21 years of age or over.
7. ARA may sell keg beer at their regularly licensed loca-

tion: the Eagles Nest. For beer to be sold at any other location by the keg, special permission must be received from the Dean of Students.

8. If beverages other than beer and wines, i.e. distilled spirits, are to be served in a College Controlled Public Space, a permit for such service, signed by the President of the College or his designee, must be completed for each event.
9. Any party, function, social event or gathering at which alcoholic beverages are going to be served, or for which an admission is charged, must have a completed party permit on file. For functions being held in College Controlled Public Spaces this permit must be on file with the Assistant Dean for Student Activities. For parties in designated private spaces in the residence halls the permit must be approved by the Director of the Residence Hall. The permit, on an official College form, will include the following information:
 - A. Expected attendance.
 - B. If both underage and persons 21 or over are expected to be in attendance, an approved device for insuring that alcohol will not be served to those under 21 must be specified.
 - C. If both underage and persons 21 or over are expected to be in attendance, certification that all beer will be served in cans must be completed.
 - D. A description of the "designated private space" in which the party is to be held must be given.
 - E. Permit will certify that non-alcoholic beverages will be available and will certify that non-alcoholic beverages will be given "equal billing" in all advertising for the event.
 - F. Food must be served at any function at which alcoholic beverages are served. The permit will specify what food is being served.
 - G. The permit will certify that there will be no advertising of drinking contests and no advertisements emphasizing the amount of alcohol to be served.
 - H. To declare any area of a residence hall a designated private space, 80% of the residents must sign a petition requesting such designation. Students wishing to hold parties in these designated private spaces must submit such request to the Head Resident/Resident Director at least two working days prior to the event. The parties may be held only on Friday and Saturday nights and the night of the last day of classes before either an official College break or the first Reading Day. Parties may not be held on week days nor during Reading Days, examination periods, and Commencement Week. The Head Resident/Resident Director may approve the serving of beer and/or wine if sufficient food and non-alcoholic beverages will be present and appropriate measures are taken to ensure compliance with College and State regulations. The maximum amount of alcohol which may be present is either five (5) cans (12 oz. maximum) of beer or the maximum amount of wine is one liter per of-age person.
10. Alcoholic beverages will not be permitted at any athletic contest, game or match.
11. No of-age persons are allowed to bring alcoholic beverages into freshman residence halls.
12. Violations of this policy will be reported to the Dean of Students who is charged with the responsibility for seeing that the provisions of the policy are carried out and that violations are dealt with. (See page 24 for possible sanctions for Violations of the College Alcohol Policy).

Directives from College Officials

It is the student's responsibility to respond immediately to any of the following directives or requests from a College official:

1. To come to the office of the official
2. To identify oneself
3. To leave a crowd when asked to disperse or
4. To comply with any other reasonable request made by an official or faculty member in the discharge of his/her responsibilities.

Disclosure

The Desk Aide has the right to stop and question any person entering the residence hall to determine his or her purpose for being there. A student is required to, upon request, provide the full name of his or her guest to any of the following authorities:

College Administrators	Honor Council & Contacts
College Police	Residence Hall Officers
Resident Directors	Campus Judicial Chairman
Resident Assistants	Student Association President
Desk Aides	

Disorderly or Obscene Conduct

No student shall be involved in the following at College related events, on College property, or in College-owned buildings or vehicles:

1. Fighting
2. Creating a disturbance
3. Making excessive noise
4. Obscene conduct or language
5. Verbal or physical harassment
6. Disorderly conduct

Drugs

Mary Washington College does not tolerate the possession or use of illegal drugs on the campus.

The use, providing for other's use, manufacture, merchandising, or possession of drugs without a doctor's prescription is prohibited by Federal and State laws and by the College. Possession of drug paraphernalia on the campus is prohibited by the College. Violations of these rules can be expected to result in suspension or expulsion from the College, as well as prosecution by the civil authorities.

For the purpose of this regulation, drugs are defined as including marijuana, cocaine, crack, hashish, amphetamines, LSD compounds, mescaline, psilocybin, DMT, narcotics, opiates and other hallucinogens except when taken under a physician's prescription in accordance with the law. Drug paraphernalia includes but is not limited to bongs, roach clips, pipes, hypodermic syringes, and needles.

Students who wish to seek counseling concerning the use of drugs are reminded that the Director of the Counseling Center and College Physician are available for such help. Others, including the Dean of Students and the Assistant Dean for Residence Life are also available to help students. Conferences with these persons are confidential, subject to the standards of privacy established in the medical and counseling professions.

An innocent student who observes his or her roommate violating College drug regulations may absolve himself or herself of being implicated in the violation.

An innocent student who observes another student or guest with possession/use of illegal drugs may absolve himself/herself of being implicated in the violation by leaving the room and notifying the Resident Director, Assistant Dean for Residence Life, Dean of Students or Resident Assistant of the situation.

Leave Premises, Trespass, Unauthorized Entry, Weapons

Notice to Leave Premises

The Code of Virginia (18.2-129) states:

"Any person, whether or not a student, directed to leave the premises of a school or any institution of higher learning by a person duly authorized to give such direction and who fails to do so shall be guilty of a Class 3 misdemeanor. Each day such person remains on the premises after such direction shall constitute a separate offense.

Trespass

Any unauthorized individual entering a College-operated building or room that has been closed and/or locked shall be guilty of trespass. Non-students found in or around these premises between 12:00 (midnight) and 8:00 a.m., Sunday-Thursday and between 2:00 a.m. and 8:00 a.m., Friday and Saturday are subject to prosecution for trespassing pursuant to Virginia code 18.2-119.

Unauthorized Entry

No student shall enter or remain in a private room, office, or restricted area under control of another student, faculty member, or College official except by permission or invitation of the resident student or appropriate College official or faculty member.

Weapons and Projectiles

No student shall keep, use, possess, display, or carry any rifle, shotgun, handgun, or other lethal or dangerous devices capable of casting a projectile by air, gas, explosion, or mechanical means on any property or in any building owned or operated by the College. Rifles, shotguns, and bows that are to be used for hunting may be registered and stored one week before and during the appropriate hunting season at the College Police Office. Weapons used for hunting must be checked out of the College Police Office and removed from campus at the end of the appropriate hunting season.

No student shall throw or cause to be projected any object or substance that has potential for defacing or damaging college or private property or causing personal injury or disruption.

Master Calendar

The Office of the Assistant Dean for Student Activities maintains a master calendar for the College. The use of College space for any purpose except regularly scheduled classes or labs **MUST FIRST BE CLEARED WITH THE OFFICE OF THE ASSISTANT DEAN FOR STUDENT ACTIVITIES**. Space for events will be allocated on a first-come, first-served basis with the exception of regularly scheduled yearly events. Events should be booked as soon as possible to insure available space. A minimum notice of five working days must be given if there is any need for set-ups or extra equipment. Bookings received after that time cannot be guaranteed space or equipment. Forms for reserving space are available in the Office of Student Activities, Campus Center.

Parties in the Campus Center

Officially recognized College organizations, who want to sponsor a party in the Campus Center must make a request at least 14 days prior to the event. This request must be submitted to the Student Activities Office, Campus Center. The sponsoring organization must complete the Campus Center Activity Form which outlines all of the guidelines for the event.

The capacity for the Campus Center's Great Hall is 1200. Appropriate procedures regarding the use of this facility and supervision of party regulations are the responsibility of the Assistant Dean for Student Activities.

Pool Room

The Pool Room is designed to provide entertainment for students in an informal setting. Entertainment consists of recorded music, and live performances by both students and professionals. Talented students are encouraged to perform when sponsored by an officially recognized campus organization. Arrangements must be made with the Assistant Dean for Student Activities. The following rules and procedures exist:

1. The Pool Room capacity is 250.
2. Admissions Policy:
 - a) Only members of the Mary Washington College community and their guests may use the Pool Room.
3. Sponsoring Live Entertainment:
 - a) Approval must be given by the Assistant Dean of Student Activities, 5 working days in advance.
 - b) An admission fee up to \$3.00 may be charged by the sponsoring group to cover the cost of entertainment.
 - c) Sponsoring organizations will be responsible for the conduct of entertainers and their workers and guests. All non-MWC workers must be cleared with the manager and signed in by the sponsor. Entertainment must be set up 30 minutes before opening and ready to perform when the Pool Room opens or the event will be cancelled and the regular DJ will entertain. Entertainers must plan their sets to conclude at least fifteen (15) minutes before the Pool Room closes.
 - d) The sponsors must be in the Pool Room the entire evening and remain until their entertainers exit the premises.
 - e) Sponsors are required to communicate to the manager on duty the schedule of events for the evening.
 - f) The manager on duty has the authority to close the function down at any time.

Posters—Signs—Notices—Banners—Advertisements

No posters, signs, notices, banners, advertisements, etc., shall be displayed anywhere on campus except on bulletin boards within the buildings or on the outdoor bulletin boards on Campus Walk and bulletin boards outside Seacobeck Hall, and on the tables in Seacobeck Hall except:

1. Posters, signs, banners, notices, etc., associated with student elections may be displayed on the outside of Lee Hall and on the brick walls of residence halls. Students may not hang election banners from roofs, porches, etc. of Residence Halls. For further information see Campaign Rules for Campus-Wide Elections under the Student Association By-Laws.
2. The College may post signs, notices, etc., as needed for campus traffic and parking control and to denote special College-wide occasions such as Alumni Homecoming,

Family Weekend, and MWC Preview. At No Time can anything be posted on trees, columns, or windows of buildings. Before any poster can be posted in the Campus Center, approval must be given by the Assistant Dean for Student Activities, Campus Center, and the removal date will be stamped on the poster. Posters, signs, notices, banners, advertisements, etc., shall be fully removed by the party or parties who posted or displayed the materials within 24 hours following the event or activity. All posters in a residence hall must be approved by a residence life staff member in that hall. All flyers on Seacobeck tables are removed every Sunday morning.

Racial and Sexual Harassment

The purpose of this policy is to ensure that all members of the College community understand the MWC prohibition against racial and sexual harassment. All members of the College community are encouraged to thoughtfully reflect on the issue of harassment as it might affect their lives and conduct. Anyone who may be the victim of harassment should know how to report such incidents.

Policy Governing Racial and Sexual Harassment

Principle

At Mary Washington College the integrity of the educational process and the mutual respect of all members of the College community are of the utmost importance. The goal of the College is to help all students achieve academic success at the highest level possible in an environment which nurtures, provides growth, and develops a sensitivity and appreciation for all humankind. Any activity or conduct, such as racial and/or sexual harassment, which detracts from this goal is inconsistent with the tenets of the College community. The increase in incidents of racial and sexual harassment on college campuses throughout the nation suggest that enlightenment alone will not eliminate such activities. Consequently, a more assertive posture must be assumed. To this end the College has adopted a policy governing racial and sexual harassment which applies to all members of the MWC community.

Victims of racial and sexual harassment are not fully protected under the Federal and State statutes, unlike victims of discrimination. However, at Mary Washington College a means for redress for such victims is provided by the regulations governing disorderly and obscene conduct and the components of this harassment policy. The College makes no attempt to change all of society, but a campus tone is established and maintained which suggests an intolerance for insensitive and demeaning behavior. With this policy, MWC seeks to provide and promote an environment where racial, ethnic and gender diversity are complementary to the academic and social purposes of the institution. Any person accepting an offer of admission and/or employment by Mary Washington College does so with the understanding that the College environment shall be free of all forms of racial and sexual harassment.

Statement of the Policy

All members of the Mary Washington College community are entitled to a campus environment free of racial and sexual harassment.

All reported cases of harassment will be reviewed with an open and honest attempt to resolve complaints. Various levels of appeal are incorporated in the procedures to satisfy this requirement.

Resources are made available to all members of the College community to facilitate sensitivity training and awareness.

Incidents of racial and sexual harassment may be reported to either the Resident Director, Dean of Students, Vice President for Academic Affairs and Dean, or to Administrative Supervisors.

Statement of Purpose

The Black Faculty/Staff Association of Mary Washington College is committed to support the College affirmative action activities as stated in the current affirmative action plan. The Association will promote equal employment and equal educational opportunities for black personnel and students.

In promoting the well-being of the black College community, the Association will:

Promote the recruitment and retention of black faculty and staff

Assist in the recruitment and retention of black students

Advise the President on policy matters of importance to black personnel and students

Act as a lobbying body and as a conduit for activities of Mary Washington College on issues which concern and affect black personnel, students, and the black community

Serve as a support network and fellowship for black personnel and students

Participate in the national network of black faculty/staff associations, i.e., conferences, meetings, workshops

Serve as a clearinghouse for information of interest and concern to black personnel and students.

Recreational Use of Goolrick Hall

Below are shown the procedures to be followed for the recreational uses of facilities in Goolrick Hall:

1. A full-time undergraduate student, faculty member or full-time employee must deposit his or her ID card and sign in with the person on duty at the south entrance to Goolrick. At sign-in, the user must write his or her name, the time and the area to be used for recreational purposes.
2. Upon departing Goolrick, the full-time undergraduate student, faculty member or full-time employee must sign out by placing the time of departure adjacent to his or her name, and reclaim ID card.
3. Abuse of these procedures that may include damage to facilities or theft of equipment either by the student, faculty member, full-time employee or any other persons utilizing the facilities in Goolrick may result in loss of privileges, compensation for losses, dismissal from the College, termination of employment, or other penalties as deemed appropriate.
4. Specific hours for use of the swimming pool, main and auxiliary gymnasiums, racket ball court, and weight rooms are posted each semester.

Students are reminded that the playing fields are available for recreational use when not utilized for class, or intercollegiate teams or intramural teams only after written permission has been obtained from the Chairman of the Department of Health and Physical Education.

Scheduling of College Facilities For Use By Student Groups

College space may be used by any student or recognized student group when it does not disrupt academic activities, scheduled events, College functions, or other normal pursuits that take place in the area and when such use is not physically destructive or unlawful.

The Assistant Dean for Student Activities, in cooperation with those who have reserved space, may develop and make

available in advance specific provisions to govern conduct at a given event.

The Student Activities Staff, or other College personnel, are authorized to ask any student to leave the facility, if the student is using or occupying College space in an adverse way or engaging in disruptive behavior. This person may incur disciplinary action by the College or prosecution by the civil authorities.

Rules for the use of College equipment or space:

1. Space must be reserved at least 5 working days in advance of use. Reservations for space in non-academic buildings must be made with the Office of Student Activities, Campus Center. Reservations for space in academic buildings must be made with the Office of Academic Services (G.W. 209). If it is necessary to secure clearance to use the space from another College office, the Office of Assistant Dean for Student Activities must be presented with that clearance in writing before the space will be reserved and the event approved. (Events that might attract a large audience or require additional equipment should be booked as far in advance as possible). See Scheduling Chart.
2. Individuals or groups using College equipment are required to return it in satisfactory condition. They are also responsible for all costs of cleaning and repair of the facility and equipment used. If overtime is involved, the sponsoring group will be billed accordingly.
3. Facilities will be scheduled on a first-come, first-served basis. The official function of Class Council is to plan social activities for the entire campus; therefore, it has priority over other organizations that require the use of those spaces. When a campus-wide activity is planned by Class Council, no other similar social activity may be held simultaneously unless special permission is obtained from the Assistant Dean for Student Activities.
4. Audio-visual equipment or food service equipment needed for any event must be ordered directly from the Audio-Visual Center or the Dining Hall.
5. Equipment needs related to room furnishings (tables, chairs, podium, etc.) are to be submitted in writing to the Office of Student Activities no later than **five working days** before the event. If the event involves a large amount of equipment, at least **10 work days** is required.
6. The Scheduling Chart (p. 29) indicates where certain College facilities or pieces of equipment may be requested. The student is reminded that regardless of where permission is obtained for the use of College space or equipment (except for regularly scheduled classes and labs), confirmation for that space must be made in the Office of Student Activities.
7. All **non-College individuals**, organizations, and groups desiring the use of College facilities must submit their requests in writing to the Office of the Dean of Students, Room 200, Lee Hall. **This includes the use of space requested by College personnel for any off-campus organizations or group.** The procedures for scheduling College space are:
 - a. Request from the Office of the Dean of Students a date, time and place for the event to be scheduled. This request must be made at least 10 working days prior to the event.
 - b. Should the event be cancelled, notify immediately the individual with whom the space was scheduled.
 - c. The sponsoring organization or individual will be billed for food and beverages requisitioned for the event.

Searches and Seizures

1. If the College authorities have reasonable cause to believe that a College rule is being violated in a manner that prejudices the proper and efficient operation of the College or the welfare of the student body generally, the College authorities may inspect the student's room for the purpose of investigating the violation and enforcing the College's rules. If there is reasonable ground for belief that the violation is taking place, and if the search is necessary for the investigation of the violation and the enforcement of the rule, and if action against the offender is limited to administrative procedures as distinguished from criminal proceedings then no search warrant would be required.

The Dean of Students, the Assistant Dean for Residence Life, or the Executive Vice President accompanied by a Resident Director and a student hall official should participate in such a search. The College Police may assist in such a search.

2. If the search is to be made for the purpose of a police investigation of a violation of the criminal law, a search warrant must be obtained even though actual prosecution may not be contemplated.
3. There are situations in which searches can be made of private residences without search warrants. Examples of these are: the search of the area under the **immediate personal control** of a person being arrested, the invasion of a person's home in hot pursuit or a search made when it is not reasonably possible to get a search warrant. These are all extraordinary situations.
4. Evidence observed by College personnel under situations above may be used in court in a criminal prosecution as well as in a College disciplinary proceeding. However, in order for this to be the case, the inspections made under situations listed above must have been made in good faith and not as a subterfuge or excuse to obtain evidence not otherwise obtainable.
5. A Resident Director or his/her designee may open a student's room for the student's parent or guardian or person responsible for payment of the student's bill when all of the following circumstances occur:
 - a) The student cannot be located through normal procedures (calling the student's room and paging student on hall intercom).
 - b) The parent, guardian or person responsible for payment of the student's bill presents proper identification to the Resident Director or designee and makes an emergency request.

Selling and Solicitation

On-Campus in the Residence Halls: Officially recognized student clubs, organizations or individuals may sell approved items in the residence halls with permission from the Assistant Dean for Residence Life. Permission must be granted prior to the sale and will be kept on file in the Office of the Assistant Dean for Residence Life. Door to door selling or solicitation in residence halls is not permitted.

Sales and/or solicitations by outside commercial or charitable organizations may not be conducted in the residence halls. Deliveries and collections may not be made to or from individual student rooms by non-students.

On-Campus in all other locations: Officially recognized student clubs and organizations may sell approved items on campus. Organizations and individuals must receive prior approval from the Assistant Dean for Student Activities for all campus sales.

Officially recognized groups may conduct raffles on campus in compliance with regulations of the City of Fredericksburg and College policies. Consult the Assistant Dean for Student Activities for further information and approval.

Outside organizations must receive prior approval from the Office of the Assistant Dean for Student Activities before conducting any business.

Off-Campus: College clubs and organizations are not permitted to sell or solicit goods and materials at locations outside the MWC Campus without permission from the Assistant Dean for Student Activities.

Smoking

Smoking of tobacco is permitted in most areas of the College, including classrooms, unless there is a specific objection from the instructor or any member of the class. Those who smoke are responsible for any damage incurred to College property and are expected to comply at all times with safety regulations and health standards.

Smoking is not permitted in the Library (except in a special area designated for that purpose); or in Dodd, duPont, and Monroe auditoriums; or in the gymnasium, locker rooms, or swimming pool areas of Goolrick Hall. Any member of the College community can ask a smoker to leave these areas. Failure to cease smoking when requested to do so can result in disciplinary action.

Social Events on Campus

1. The Campus Center's Great Hall is a facility to be used for a variety of events such as parties, dances, formal dances, receptions, concerts, shows, banquets, etc.
2. The Pool Room is designed to provide entertainment for students in an informal setting. Officially recognized College organizations may sponsor live entertainment in the Pool Room.
3. The Eagles Nest in the Campus Center may be used by organizations to sponsor live entertainment; however, no admission may be charged. Organizations should schedule any entertainment at the Student Activities Office.
4. Requests to schedule Goolrick Hall for College-wide events without beer or refreshments will be considered on an individual basis.
5. Dodd Auditorium is a facility to be used for various shows such as a Student Talent Show, a Lipsync show, a Satirical Beauty Pageant, etc.
6. No beer or alcoholic beverage is permitted at any outdoor activity or event on the College Campus.
7. Arrangements for all events must be made through the Assistant Dean for Student Activities.

Student Organizations

Membership — All student organizations are subject to approval by the Student Association. Registration with the Office of Student Activities is required. Only full-time undergraduate students may be members of College clubs or organizations. To hold office in any organization, a student must be registered for at least twelve (12) hours of academic credit. A student placed on academic or disciplinary probation is not eligible for election to any office in a student organization, nor may he or she represent the organization in any way off-campus. If a student is placed on academic or disciplinary probation after election to an office, his or her position will be declared vacant by the Student Association Executive Cabinet.

Faculty Adviser — Every student organization must have a

Scheduling Chart

Type of Equipment Name of Facility	Responsible Office	Location	Extension
Academic Buildings	Office of the Associate Dean for Academic Administration	209 G.W.	4694
Amphitheater	Office of Student Activities	Campus Center	4023
Athletic Fields	Office of the Director of Physical Education Facilities	106A Goolrick	4327
Audio-Visual Equipment	Audio-Visual Center	Chandler	4646
Ball Circle, Westmoreland Green and other areas adjacent to residence halls	Office of Student Activities	Campus Center	4023
Ballroom, Lee Hall	Office of Admissions	Lee Hall	4681
Food Service Equipment (Punch bowls, ladles)	Office of Dining Hall Manager	Seacobeck	4676
Dodd Auditorium	Audio-Visual Center	Chandler	4646
Great Hall	Office of Student Activities	Campus Center	4023
Library	Office of the Librarian	Library	4666
Log Cabin	Office of the Dean of Students	200 Lee	4641
Meeting Rooms	Office of Student Activities	Campus Center	4023
Pool Room, Lee Hall	Office of Student Activities	Campus Center	4023
Residence Halls	Office of Residence Life	205 Lee	4673
Student Association Conference Room	Student Association Executive Cabinet	Campus Center	4308
Trench Hill	Alumni Affairs	Trench Hill	4648
Transportation for College Organizations	Office of Student Activities	Campus Center	4023

faculty adviser unless special arrangements are made through the Office of Student Activities, for an adviser from outside of the College Community. Unless the adviser is specifically named in the organization's constitution, each organization shall elect its adviser in March to serve for the next academic year. The name of the faculty adviser must be submitted to the Assistant Dean for Student Activities. The adviser should be a member of the faculty or staff who is interested in the organization to the extent of being willing to meet with and advise the group. Duties of the faculty adviser are:

1. To assist the group in carrying out its stated purposes
2. To aid in decisions concerning all social functions of the group
3. To represent the organization to the faculty and the administration
4. To be acquainted with and to help the organization maintain the rules of the College
5. To attend all events sponsored by the organization

The duties of the organization toward the faculty adviser are:

1. To invite the adviser to attend meetings and events sponsored by the organization
2. To consult with the adviser concerning proposed function

Guests — Off-campus guests may be invited to any function by an individual member of a group. The individual member who makes the invitation will be considered responsible for the conduct of his or her guest.

Off-Campus Trips — Trips may be made by a student organization under the following conditions: the trip relates to the purpose of the group or serves to represent the College in an official capacity; a representative of the College administration or faculty must accompany the group on each trip; only recognized members of the student organization make trips; and students on disciplinary probation are ineligible to make such trips. Scheduling of off-campus trips and arrangements for the use of College transportation must be made through the Assistant Dean for Student Activities and the Physical Plant. Out-of-state trips must have the approval of the Executive Vice President of the College. Any absence from class is subject to authorization by the appropriate faculty member. (This procedure does not apply to academic field trips.)

Student Organization Accounts

Any student organization or club that receives an allotment from the Student Association Finance Committee is required to maintain all funds in the Student Accounts Office. Failure to comply with this policy will result in the organization being ineligible to receive further funding through the College.

Student Organization Approval

All student organizations are subject to approval by the Student Association through either the Executive Cabinet,

the Inter-Club Association, the Board of Publications and Broadcasting, or the Association of Residence Halls. Approved organizations are required to register with the Office of Student Activities. If such approval is denied for any reason, a group may not use College facilities, equipment or services under any circumstances. A group that has not received official administrative recognition may not in any way, identify itself with Mary Washington College. This policy is outlined in detail on page 20 of the *Student Handbook* in the section titled "Use of Mary Washington College Name, Seal, Logo, and Medallion."

Mary Washington College will not support or recognize such activities in any way. If attempts are made to conduct activities on campus, such activities will be halted and further administrative action may occur. If the policy on page 20 is violated with regard to off-campus meetings or activities, disciplinary action will be brought against group members.

Should problems develop with regard to a group's off-campus activities, the College will regard such problems as a civil matter.

Student Sports Clubs

Men and Women's Rugby Clubs and the Crew Club will receive funding from the Director of Campus Recreation. Petitions to become a sports club and requests to use College facilities for these sports must be approved by the Director of Campus Recreation, Room 215, Goolrick Hall.

Traditions at MWC

Family Weekend: Held each fall, this occasion gives the families of Mary Washington students a chance to visit the campus and become acquainted with various academic and social programs. An all-student talent show, sports events, and a picnic are special features of this important College tradition.

Halloween: This is the biggest party and the major social event of Fall Semester! Costumes, horror movies, and many other activities highlight this two-day event.

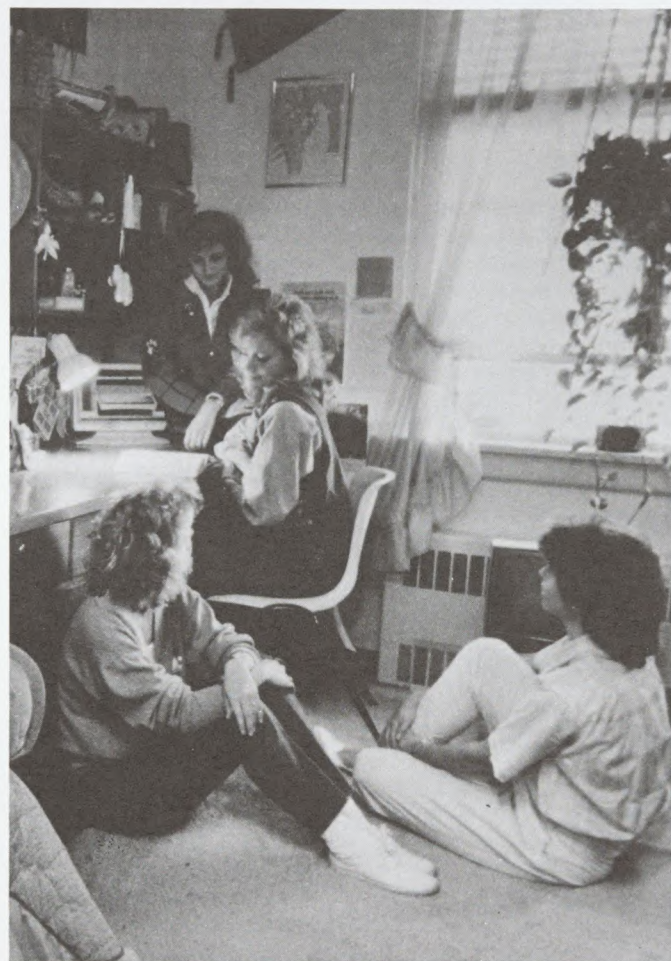
Black History Month: Major entertainment, guest speakers, and a dance are all part of Mary Washington's commemoration of Black History Month.

Junior Ring Presentation: Presentation of class rings, a formal dance, and a concert are the major events that mark the achievements of the rising senior class. The Ring Presentation Ceremony is also the occasion for tapping new members of Mortar Board, a special honor society for seniors who have made outstanding contributions in scholarship, leadership, and service.

Devil Goat Day: This tradition is unique to Mary Washington in which Goats (classes graduating in even numbered years) compete against Devils (classes graduating in odd numbered years) in games and athletic competitions. A picnic and cancellation of classes for the afternoon make this spring event very popular.

Senior Convocation: This ceremony takes place on the evening before graduation and allows graduating seniors who have earned honors, the opportunity for special recognition. An address and awards presentation to the senior class is usually delivered by an alumnus or a faculty member.

Residence Hall Policies & Regulations



May I have an air conditioner in my room?
What do I do with my junk over the summer?
How do I get approval for a party?
What is the College's guest policy?

Overview

Life in a residence hall* is a very important aspect of college education. Residence halls are more than just dormitories or places to eat and sleep. They are places where the student can develop meaningful friendships, explore new ideas and become involved with the College community as a whole. Students in the residence hall community represent many different cultures. Thus, memorable experiences result from the exploration of new ideas and the acceptance of diverse points of view.

Each residence hall has a professional and student staff to develop a living environment which promotes close interpersonal relationships, a strong self identity, individual growth, and a sense of community and individual responsibility. The Resident Director is responsible for the management

of the building, counseling of the residents, supervision of the resident assistant staff, and development of hall programs. The resident assistants provide information, peer counseling and programming for the residents. In addition, staff members have been trained to deal with emergency situations and to protect individual and institutional rights through the enforcement of College policies. They assume the administrative responsibilities of a residence hall.

* The words residence hall or hall are used interchangeably and are in reference to any residential unit on campus. No differentiation is made between residence halls and houses in the policies and guidelines set forth in this section.

Accident Report Procedures

It is important that the Resident Director or Resident Assistant be notified immediately when an accident occurs involving injury to a residential student on or off-campus. The Resident Director, College Police Office, and Health Center, will inform the Office of the Dean of Students of the accident. Residential students or commuting students who have paid Health Center fees, may seek medical aid in the College Health Center when there has been an injury of any kind. More severely injured students may be transported to Mary Washington Hospital.

Assignment of Residence Hall Rooms

Residence hall rooms are available only to students classified by the College as having full-time student status. Only College assigned occupants may reside in residence halls or houses. Each student must occupy the room assigned by the Office of the Assistant Dean for Residence Life and a student may not change a room assignment without permission from that office. A student may not sublet an assigned room. In case of withdrawal from the College during the academic year, a student is required to vacate his/her room within forty-eight (48) hours after the withdrawal date. If circumstances result in one student occupying a double or triple room or two students occupying a quad, the student(s) may be assigned a new roommate(s). Single rooms are available only to students with special and severe health needs. Students who misrepresent the truth, intimidate assigned occupants, or otherwise attempt to manipulate the housing process illegally will be subject to judicial action and/or contract termination. (Illegal room changes will result in a fine).

Association of Residence Halls

Each residence hall selects a council to represent the concerns of residents and to program activities for them, both socially and educationally. These councils are advised by the Resident Directors or Head Resident of the hall. The hall council consists of the elected hall officers (president, vice president, secretary, treasurer, and social chairman) and floor representatives. Hall councils are actively involved in improving the quality of life within each residence hall through the implementation of social and educational programs. These programs provide opportunities for personal growth and promote hall spirit and unity. The presidents of each hall form the Association of Residence Halls, an organization which enables hall presidents to exchange program ideas, talk with residence life staff about administrative matters and cooperate on campus-wide activities for the entire residence hall system.

Change of Status as a Residential Student

A student who desires a change of residence which involves leaving college housing for private housing or vice versa must notify the Office of the Assistant Dean for Residence Life. A residential student who wishes to change status at the end of Fall semester must notify the Office of the Assistant Dean for Residence Life of his/her intentions by December 1, 1988. After this date the student will be required to pay the Spring Semester room charge. The spring deadline date for a change of status from a residential to commuting student is April 4,

1989. Students who change status from residential to commuting student after April 4 will forfeit the \$200 deposit and must then make a deposit of \$100 if they wish to continue as commuting students. A student who changes from residential to commuting after June 15, 1989, will be required to pay the room charge for the first semester. A student who moves off-campus during a semester or has his/her privilege to reside in the residence hall removed by the College will be required to pay the room charge for the full semester. The Assistant Dean for Residence Life may exempt a student from his/her contract in extreme circumstances.

Damage to College Property

Each student is responsible for the general condition of the premises assigned to him/her. Damage and/or vandalism of College property and unsanitary conditions within residence hall rooms are not tolerated. A student guilty of any one of these actions can expect to have his/her privilege of living in a residence hall promptly withdrawn by the College.

Charges for malicious damage, defacement of College property, or removal of College property in the room/common areas will include labor, material, and administrative costs. Charges will be assessed to occupants of the room. If charges are related to a common area, they will be assessed equally among residents of the floor or hall. Common areas are defined as areas in common use, such as bathrooms, lounges, recreation rooms, units, or corridors.

The cost of repair for several typical damages include: reassembly of bed frame \$25; painting room \$250; cleaning of room at the end of semester \$50; replacement of screen \$50-\$75. This list reflects repair cost at the start of the College fiscal year 1988. It is not possible to guarantee that such prices will be in effect throughout the year.

Unsanitary conditions created by students in a room or hall will be remedied at the expense of the responsible student(s). For more detailed information on room damage costs, consult the Resident Director or Office of Assistant Dean for Residence Life (205 Lee Hall).

Desk Operations

Visitation may begin each semester and continue through the examination period when full coverage is provided at the front desk by hall residents. Residents must begin sitting duty as soon as they sign up, whether the schedule is filled or not. The hours for such coverage are listed below:

Upperclass Residence Hall:

Monday-Thursday	9:00 a.m.-7:00 p.m.-Volunteer Desk Duty 7:00 p.m.-2:00 a.m.-Paid Desk Duty
Friday	9:00 a.m.-12:00 noon-Volunteer Desk Duty 12:00 noon-2:00 a.m.-Paid Desk Duty
Saturday & Sunday	8:00 a.m.-2:00 a.m.-Paid Desk Duty

Freshman Residence Hall

Monday-Thursday	9:00 a.m.-5:00 p.m.-Volunteer Desk Duty 5:00 p.m.-12:00 midnight-Paid Desk Duty
Friday	9:00 a.m.-12:00 noon-Volunteer Desk Duty 12:00 noon-2:00 a.m.-Paid Desk Duty
Saturday	8:00 a.m.-2:00 a.m.-Paid Desk Duty
Sunday	8:00 a.m.-12:00 midnight-Paid Desk Duty

Each resident, excluding Head Residents and Resident Assistants must serve as a volunteer desk aide on an equal rotating basis with all other residents of the hall. Residents who do not cooperate with the system are in violation of their housing contract and will have disciplinary action taken against them, (generally a fine).

Drugs

(See page 25 for Policies)

Emergency Situations

Any emergency situation, e.g., fire, accident or mechanical failure, should be reported to the residence hall staff immediately.

Fire Alarms, Drills, and Equipment

When the fire alarm sounds, all residents must evacuate the residence hall as quickly as possible. Failure to evacuate may result in penalties up to suspension from the Residence Hall. It is recommended that students close windows and transoms; turn off all appliances; wear a coat and shoes and take a towel to aid in breathing in a smoke filled area; keep to the right of stairs; evacuate quickly and meet at the designated point outside of the building. Students should remain outside the residence hall until the re-entry signal is given.

When personally aware of a fire:

1. Pull the fire alarm.
2. Dial College Police (4634) and describe the location of the fire as clearly as possible.
3. Notify immediately the Resident Director/Head Resident.

Three fire drills are held each semester in the residence halls. They are conducted by the residence hall Fire Marshall under the direction of the Campus Fire Marshall. Printed instructions for the fire drill procedures are issued to the occupants of each room in the residence hall. Each hall resident should, however, determine for himself or herself the location of the fire extinguisher and fire exit nearest to his or her room.

Persons who knowingly give or turn in a false alarm of fire are guilty of endangering the lives of other people and may cause damage to the person and/or equipment responding to such false alarms. Improper use of fire extinguishers, pulling a false alarm, or inappropriate activating of a smoke detector, or any tampering with fire safety equipment will result in severe disciplinary action such as suspension from the residence hall or suspension from the College. In addition, the person responsible will be expected to pay for all damages or destruction of property incurred.

Fire Safety Regulations

Certain precautions must be taken to prevent fire in the residence halls. It is essential that all residents observe the following fire safety regulations:

1. No open flames or any incendiary devices are permitted in the residence halls or apartments. (Including candles and incense burners).
2. The storage or use of flammable liquids or substances, such as gasoline, kerosene, etc. is strictly prohibited.
3. Electrical appliances with exposed heating elements, such as toaster ovens, hotplates, etc. are prohibited. All appliances must be U.L. approved.
4. Bicycles may not be kept in hallways/stairwells, attached to fire equipment, or placed in any manner that interferes with exit from the building.
5. Cut Christmas trees are not allowed in student rooms. Live **planted** trees are permitted.
6. Drying racks, trunks, suitcases, trash, or other obstacles may not be placed in hallways, steps, doorways, or other exit routes.

Furnishings For Residence Hall Rooms

The furnishings provided by the College consist of a bed, mattress, dresser, desk, and chair. Not included are pillows, blankets, linens, towels, study lamps, irons, curtains, or bedspreads. No furnishings in the lounges, parlors, or any other areas of the residence hall may be removed. Furnishings in a student's room may only be removed with the approval of the Resident Director. Such furnishings must be stored in designated storage rooms and remain the responsibility of the student. Students are not permitted waterbeds or like furnishings. Students, however, may construct lofts provided these lofts adhere to the MWC Loft Policy and are inspected by a Residence Hall Director.

Guests: Responsibility For

All guests are expected to abide by College regulations. The student is held responsible for the behavior of his/her guest(s). The student's responsibility includes restitution for damages and disciplinary action. Residents are welcome to have overnight guests, if it is not in violation of the visitation policy, and the resident has the prior approval of his/her roommate(s). These guests may stay a maximum of three days within a week on campus (with the consent of the roommate(s) involved). Guests who abuse this or other visitation privileges will be asked to leave and denied future visits. It is illegal for visitors to live in the residence halls. Such visitors are trespassing and may be criminally prosecuted. Students who harbor such visitors will be subject to disciplinary action. Hosts/Hostesses are required to register their guest in a guest book. This is a written record of the guest's name, address, etc. and would be helpful in the event of an emergency. (Guests must show driver's license or other identification).

Guests: Sign-in Policy

MWC Students Who Are Guests of Another Student:

In single sex halls guests of the opposite sex and in coed halls guests of the same and opposite sex:

1. must enter through the main entrance and show the desk aide their student I.D. card. The desk aide will sign the guest's name, the room number visiting, and the time in.
2. must be signed out by the desk aide when leaving. Residents of the opposite sex living in the same coed hall do not have to sign in when visiting each other, but they must adhere to the visitation policy.

Non-MWC Students Who Are Guests of a Student:

In single sex halls the host of the guests of the opposite sex and in coed halls the host of all guest.

1. must show the guest's I.D. card to the desk aide. The desk aide will sign the host and guest's name, room visiting and the time in.
2. must escort the guest at all times.
3. must escort the guest to the front desk so the guest can be signed out by the desk aide.

Members of the immediate family (parents and siblings) need not sign in.

Keys

Each room and hall key is for personal use and should not be given to any other individual. To do so is a judicial offense. There is a lost key charge of \$15.00 for room keys and \$25.00 for entrance door keys in order to help pay for the cost of

changing the key codes or room locks. It is important for students to report a missing entrance door key as soon as possible, to facilitate a prompt change in the entrance key code for security reasons. Hence, failure to report a missing entrance key within 48 hours will result in a \$50.00 charge. Students who do not return their key when moving out of the residence hall will be charged \$50.00 unless there is evidence that the key was lost in the last 48 hours.

Loft Policy

Two reasons why students may wish to build lofts are:

1. to provide a more personalized residence hall room and,
2. to give a room more floor space for desks, stereo equipment, plants, etc.

In an effort to meet student needs Mary Washington College has provided the option of building lofts in residence hall rooms.

Residence hall students wanting a loft in their room may build their own or buy a loft kit as long as construction meets the specifications outlined in the "Specifications" and "Construction Guidelines" forms. These forms may be obtained from the Resident Director/Head Resident in the hall which the student will be living. **Do not begin loft construction prior to obtaining and completing these forms.**

Loft Construction Specifications

Residents wanting a loft in their room may build one according to the standards listed below.

1. Resident building a loft must submit a completed "Statement of Responsibilities Form" to the Resident Director or Head Resident **prior** to erecting their structure. The forms may be obtained from the Resident Director or Head Resident.
2. Lofts are to be completely dismantled and removed from the room when the occupants finally vacate the room, either by changing a residence hall during the year, or prior to the beginning of Reading Days at the end of the fall or spring term; this includes those who homestead. (Failure to do so will result in being assessed a \$25.00 improper check-out fee). At that time, the room should conform to the original room condition report, with all furnishings returned and restored, as they were upon check-in. Failure to dismantle and remove all materials as well as replacing the original furnishings will result in assessment of all labor costs to the occupants. Lofts may be placed in storage rooms, space permitting. **Please note:** If any loft or parts of a loft are left in the room or residence hall (other than designated storage rooms), they will be destroyed.
3. Upon special permission from your Resident Hall Director, you may move furnishings into the storage room within the building. Mattresses and box springs, however, must remain in the room (unless your residence hall has signs posted indicating box springs may be stored). We suggest that you label all furnishings removed from your room. However, you will be assuming all responsibility for these furnishings being lost or stolen.
4. The residents who build the loft will assume responsibility for any damages to the room caused by the loft, and will be billed accordingly. Furthermore, the College is not responsible for any injuries to the occupants of the room or their guests as a result of the loft's existence.
5. **Materials**
 - A. **Lumber**—must be standard construction grade or better.
 - B. **Fasteners**—use through bolts with washers at all connections.
 - C. **Uprights**—must be provided in sufficient number to insure adequate safety and support of the platform bed or loft structure. Minimum 4 × 4 dimension lumber is required for all primary vertical support pieces. (Virginia Loft Company lofts, purchased in 1987–88 which have 2" × 6" uprights, will be acceptable in 1988–89. These are the only exceptions to the 4" × 4" upright requirements).
 - D. **Mattress Support Area**—5/8" thick plywood may be used as a deck supporting the mattress. The deck must be connected to the frame by 1 1/4" wood screws. Screws must be countersunk to avoid tearing the mattress or skin. Use 1" × 3" (nominal) lumber braces (slats) spaced no more than 24 inches apart to support the deck (a minimum of four braces). Residents are encouraged to incorporate the boxspring section in the construction of the loft.
6. **Size Limitations**—the mattress support area must be no lower than five feet from the floor and no higher than seven feet from the floor. In addition, the top surface of the mattress must be at least 30 inches from the ceiling. Ceiling heights vary—*measure* your room. **In the residence halls with sprinkler systems (Virginia, Willard, Framar, Marye, and Mercer) the mattress support area should be no longer than 89 inches or wider than 42 inches** and must be placed so that it does not interfere with the operating efficiency of the sprinkler system. No materials shall be suspended or attached in any manner to any portion of the sprinkler system. In other halls lofts may vary in size as long as the size of the loft is small enough to allow for a "bunk bed effect." A second level **cannot** be created in the room since the habitable space must have a ceiling height of not less than seven feet six inches from floor to ceiling.
7. **Construction**—the loft must be totally self-supporting with no attachments to walls, ceilings, or woodwork. No nails, bolts, or screws will be permitted in room floors, walls, or ceilings. **No part of the loft may block the windows or heating units.**
 - A. **Padding**—walls and ceilings must be protected with a cushioning material, such as small strips of carpet, wherever wood frame parts come in contact with them.
 - B. **Smoke Detectors**—Loft construction must not interfere with either location or operating efficiency of any smoke detectors or the sprinkler system. In buildings without sprinkler systems, or if the operating efficiency of the College supplied smoke detector is impeded the student must install an additional battery operated smoke detector under his/her loft.
 - C. **Extension Cords**—any extension cord used in a room in which a loft is constructed must use size #16-2 wire or larger (i.e., #14-2, #12-2, etc.). Extension cords using #18 wire or smaller will not be permitted. Extension cords should not be nailed or stapled in any fashion.
 - D. **Safety Bar**—the Office of Residence Life **strongly recommends** that each loft be equipped with a safety bar.

Opening and Closing of Residence Halls

Opening and closing dates and times for room occupancy are specified in the College calendar and must be observed. Residence halls are closed during vacations and no student is permitted to remain in a residence hall during these periods.

Residents who check out improperly will be fined \$25.00. Residents wishing to remain in the residence halls for graduation (except graduating seniors) must obtain special permission from the Assistant Dean for Residence Life. Checking out late will result in a fine for each hour the student remains after the building closes.

Prohibited Activities

The following activities are prohibited in the residence halls. Any violation will subject the student to disciplinary action.

1. The appropriation of any College property for private use, such as lounge furniture or recreation equipment.
2. Impeding the freedom of movement of students, College officials and guests in and around the residence hall, including access to windows.
3. Removal of window screens and/or throwing objects from residence hall windows or roof areas.
4. Theft or damage of College property or the private property of others. Damage caused accidentally should be promptly reported to the Resident Director or appropriate college official. Failure to report accidental damage will be considered a violation of this regulation.
5. Illegal tapping into or use of the cable television signal.
6. Disorderly or obscene conduct. (See Page 25 Disorderly or Obscene Conduct).

Prohibited Items

The following items are prohibited in the residence halls and will be confiscated immediately:

***Animals** — Out of consideration of people with allergies, and because of possible health hazards, only aquarium fish are permitted in the residence halls. This prohibition includes "residing" as well as "visiting" pets. In case of violations, all the residents of the room are in violation of the policy and are subject to disciplinary action, regardless of who may claim ownership of the animal.

***Candles, oil lamps, kerosene heaters**

***Cut Christmas trees in student's room.** Only live, planted trees are permitted.

***Electrical Appliances** — Personal hot plates, toaster ovens, electric frying pans, microwave ovens, personal refrigerators over 60 watts, air conditioners, or other appliances with exposed heating elements are prohibited. Use of irons is permitted only in designated pressing rooms.

***Exterior radio and television antennas**

***Firearms, fireworks and any dangerous chemical or explosive materials**

***Illegal drugs and drug paraphernalia**

***Special locks or chains on room doors**

***Waterbeds**

Quiet and Courtesy Hours

Creation of an environment conducive to study is a primary objective in the residence halls. This requires that each resident show consideration of others by keeping his or her noise level low, so that students who are studying will not be disturbed. The established quiet hours are:

Sunday–Thursday 8:00 p.m.–7:00 a.m.

Friday & Saturday 2:00 a.m.–10:00 a.m.

These hours may be expanded by 80% vote of the residents in the residence hall. A unit/floor meeting will be held at the beginning of first semester to determine community stan-

dards for noise level. Strict study hours (24-hour quiet hours) will be in effect during Reading Days and examination periods. Courtesy hours (students are required to be considerate of the needs of others and govern the noise level of their stereo, gatherings, and personal activities) exist at all other times.

Reading Days

Visitation is not permitted during Reading Days (See **Visitation**, page 36). Twenty-four (24) hour quiet hours will be in effect during Reading Days and Examination periods.

Resident's Rights

The following statement of Resident's Rights delineates the basic rights of all students living in campus housing. Violations of a resident's right can result in disciplinary action.

Frequently conflicts between roommates revolve around the possible infringement of rights. A roommate relations brochure is available to help students avoid visitation conflicts. This brochure provides guidelines for developing a written agreement, called a contract, between roommates. Based on the principles of the resident's rights listed below, the roommates can discuss and then put in writing, the manner in which they will handle such issues as smoking in the room, and use of each other's possessions. This brochure is available through the Residence Life staff.

1. The right to read and study free from undue interference in one's room. Unreasonable noise and other distractions inhibit the exercise of this right.
2. The right to sleep without undue disturbance from noise, guests of roommate, etc.
3. The right to expect that a roommate will respect one's personal belongings.
4. The right to a clean environment in which to live.
5. The right to free access to one's room and facilities without pressure from a roommate.
6. The right to personal privacy.
7. The right to host guests with the expectations that guests are to respect the rights of the host's roommate and other hall residents.
8. The right for redress of grievances. Residence hall staff are available for assistance in settling conflicts.
9. The right to be free from fear of intimidation, physical and/or emotional harm.

Room Inspections and Reservation of Rights by the College

Rooms will be inspected during the fall and mid-semester vacation, Christmas vacation, spring vacation, and at the end of the academic year for physical condition and cleanliness. A student who is negligent regarding the care of his/her room can expect to have his/her privilege of living in a residence hall promptly withdrawn. The College reserves the right to (1) change any room assignment or rate; (2) enter any room for routine or emergency maintenance, cleanliness inspections, and other valid causes*; (3) control use of rooms in the event of an epidemic; and (4) terminate the housing contract for a violation of any provision of the contract, the visitation policy of the College, other College rules and regulations, or for other reasons deemed sufficient by the Dean of Students.

*Reasonable notice (24 hours) will be given in other than emergency situations.

Safety

For reasons of safety, students are urged to avoid dimly lighted areas on campus and to have someone accompany them when walking on campus after dark. Students should report any incidents immediately to the College Police (Ext. 4634).

All students are urged to lock their residence hall room and to make sure that the front door of the residence hall is secure when keying in. Special locks or chain locks on doors are not permitted.

Drying racks, trunks, suitcases, or any obstruction may not be placed in hallways, steps, doorways, or blocking access to windows.

Smoke Detectors

The College has placed smoke detectors in hallways, stairwells, and rooms of all residence halls. (Refer to page 36 for smoke detector regulations).

Storage of Personal Belongings

Limited provision for storage space of properly marked trunks, and large suitcases is made in each resident hall. Items to be stored must be **plainly** labeled with student's name, address and date. **No other items may be stored.** Students may store bicycles in their room whenever the residence halls are closed throughout the regular academic year. During the summer vacation, students are provided with limited storage space for properly marked trunks and suitcases. The College is not liable for any items stored by students at any time. Students are encouraged to check current insurance policies to determine if their personal belongings are insured.

Telephones

The telephones in the residence halls have been installed for student convenience. Students may use the phones to call on campus or in the Fredericksburg area. Students cannot place long distance calls from hall phones. Pay phones and "charge-a-call" phones are provided for this purpose.

Personal phones are permitted in halls with equipped telephone jacks. These currently include Westmoreland, Willard and the special interest houses, i.e. Framar. Students in these halls who wish to have private lines installed must contact C&P Telephone Company. Should abuses occur to any of the hall telephones, the C&P Telephone Company will investigate, identify, and prosecute offenders. When offenders are convicted, the College will also take disciplinary action.

Trash Disposal

Trash in a residence hall is to be deposited in designated areas and is removed on a regular schedule. Students are expected to remove trash from their rooms and deposit it in designated areas.

Twenty-Four Hour Study Areas In Residence Halls

1. A hall may designate study areas within the building subject to approval by the Assistant Dean for Residence Life.

2. These areas will be designated by the recommendations of the Hall Council and approval of 80% of the hall residents.
3. During the hours that visitation is not in effect, escorted students may proceed to and from the study area, but they may not walk through any other area within the building. Students using the study area must be escorted at all times by a resident of the hall.
4. All 24 hour study area guests must be signed into the study area guest book at the hall front desk.
5. A student is at all times responsible for the conduct and actions of his/her guests and is liable for any damage caused by the guest.
6. Any violation of 24 hour study area regulations is subject to immediate judicial action.

Visitation

Visitation is a privilege extended to the student body. This privilege has been granted with the understanding that residents of the various halls will both assume the responsibility of staffing the hall front desk when paid desk aides are not on duty and adhere to the regulations concerning visitation.

Visitation is defined as the hours when a person of the opposite sex may visit a student in a residence hall.

Visitation may begin each semester and continue through the examination period when full coverage is provided at the front desk.

Visitation is not permitted during Reading Days. During examination periods and during the period from the end of examinations through Commencement, visitation is not permitted unless a written affirmative petition signed by 80% of the residents is presented to the Assistant Dean for Residence Life at least two working days before the first exam day.

MWC students violating a visitation rule in either their own residence hall or any other residence hall will be subject to disciplinary action. Students are also responsible for the actions of their non-MWC guests and are liable for any damages caused by a guest (see also Guests: Responsibility For — on page 33). The Resident Director or designee may permit a member of the opposite sex in a student's room while that student is moving into or out of the room or in other extenuating circumstances. All visitation policies pertain to visiting within halls as well as between halls.

The visitation hours are listed below:

Extended Weekend Visitation:

Upperclass Residence Halls

Monday–Thursday	9:00 a.m.–2:00 a.m.
Friday–Sunday	9:00 a.m. Friday– 2:00 a.m. Sunday

Standard Visitation:

*Freshman Residence Halls (and the Designated upper-class area with standard visitation).

Monday–Thursday	9:00 a.m.–12:00 midnight
Friday	9:00 a.m.– 2:00 a.m.
Saturday	8:00 a.m.– 2:00 a.m.
Sunday	8:00 a.m.–12:00 midnight

*At the end of the first semester all first-time freshman residence halls whose residents have maintained an overall average G.P.A. of 2.0 or better will vote on whether they wish to maintain standard visitation, select extended weekend visitation or some combination of the above, for the second semester. To make the change 80% or more of the residents must vote for the change.

MWC Judicial System



How does the Judicial System work?

What rights do I have if I am suspected of a violation?

How do I appeal a sanction and to whom?

What is the Campus Review Board?

Overview

The Judicial process is a learning experience which teaches the individual responsibility to oneself and the academic community. The Judicial System attempts to balance the needs of the community and the needs of the student. Hence, the Judicial System has two main objectives: to hold students accountable for inappropriate behavior and to modify those behaviors deemed inappropriate in order to maintain a positive living-learning environment within the College community. There are some behaviors which cannot be tolerated because they threaten the basic safety and/or well being of others in the community. By establishing a set of rules and

regulations, the general welfare of all students can be promoted.

Since the President of the College is charged with the responsibility for the regulation of all aspects of student life at the College, the College administration must insure that the campus environment remains safe, comfortable, and supportive of the mission and standards of the institution. In addition, an academic community should promote maximum opportunities for self government. To this end, the College administration has delegated certain authority to the Student Association for the establishment and enforcement of mutually agreed upon rules and regulations. There are other rules and regulations, however, for which the administration of the College maintains primary enforcement responsibility. In addition, violations of Local, State, and Federal Laws are subject to criminal prosecution by those bodies.

All students and other members of the College community are expected to uphold standards that reflect credit to themselves and the institution and to abide by all College rules and regulations. Should the conduct or action of a student or group of students be detrimental to the environment of the College, or interfere with the educational process or the operation of the institution, appropriate disciplinary action will be taken.

Procedures for Handling Violations of College Rules and Regulations

Members of the MWC Judicial System

Members of the MWC Judicial System which handle violations of College policy are: the Judicial Review Board, Administrative Hearing Board, Dean of Students or her designee (Resident Director/Head Resident, Assistant Dean for Residence Life), the Honor Council (p. 46), Executive Vice President, and President of the College. Members of the Judicial System treat all students with impartiality and adhere to the principles of due process. The name, status, and alleged offense of any student is not discussed with anyone other than appropriate institutional personnel. Except as required by law, the content of any judicial body deliberations or the vote on any case is not disclosed. Members of the Judicial System uphold institutional regulations in their conduct and perform their duties in an exemplary manner.

College Policy Violations Handled By the Judicial System

Violation	Member of Judicial System Handling Violation	Possible Sanctions
Alcohol Policy		
• Underage drinking in Eagles Nest (first offense)	Dean of Students	Banned from Establishment for Six Weeks, Educational Session (1½ hours)
• Underage drinking in Eagles Nest (second offense)	Dean of Students	Banned for One and One Half (1½) Semesters from the Eagles Nest
• Underage drinking at Campus Center Activities	Dean of Students	Banned for Six Weeks from all activities at which beer is present. Educational Session (1½ hours)
• Underage drinking at private parties in residence halls (first offense)	Dean of Students	Letter of Reprimand and Educational Session (1½ hours)
• Alcohol (open) in public (residence halls, athletic events, campus) (first offense)	Dean of Students	Letter of Reprimand and Educational Session (1½ hours)
• Intoxication (first offense)	Dean of Students	Letter of Reprimand and Educational Sessions (4½ hours)
• Intoxication (second offense)	Dean of Students	Possible suspension from Residence Halls for a specific time
• Person (of age) providing alcohol	Dean of Students	Letter of Reprimand and Educa-

to underage person(s)

tional Sessions (4½ hours)

• Assault (physical) of another student/staff	Dean of Students	Suspension or Expulsion from College
• Conduct (disorderly-obscene)	Dean of Students	Letter of Reprimand — Suspension from Residence Halls
• Conduct (improper in Dining Hall)	Judicial Review Board	Letter of Reprimand — Suspension of privilege to eat in Dining Hall

• Desk Duty (Missed)	Resident Director/Head Resident	Fine — Assignment of Constructive or Educational Task
• Desk Duty, Volunteer (failure to sign-up)	Judicial Review Board	\$75.00 Fine

Drugs

• (possession and/or use of)	Dean of Students or designee	Suspension from Residence Hall — Expulsion from College
• Entry (unauthorized)	Dean of Students or designee	Letter of Reprimand — Suspension from Residence Halls
• Fire Drill (failure to vacate Residence Hall)	Judicial Review Board	Letter of Reprimand — Suspension from Residence Halls
• Fire Equipment (improper use of)	Judicial Review Board	Letter of Reprimand — Restitution, Fine, Suspension from Residence Halls
• Fire (lighting a fire in Residence Halls i.e. with candles or other objects)	Dean of Students or designee	Suspension from Residence Halls — Expulsion from College

• Furniture — (Misappropriation in Residence Hall)	Judicial Review Board	Reprimand — Fine
• Noise (excessive)	Resident Director/Head Resident	Assignment of Constructive or Educational Task — Warning

• Objects (thrown from windows)	Resident Director/ Head Resident	Restitution — Warning
• Party (un-authorized)	Assistant Dean for Residence Life	Letter of Reprimand — Suspension from Residence Hall
• Property (destruction under \$200)	Judicial Review Board	Restitution — Letter of Reprimand
• Property (destruction over \$200)	Dean of Students or designee	Restitution; Letter of Reprimand — Suspension from Residence Hall
• Trespassing	Dean of Students	Letter of Reprimand — Suspension from Residence Hall
• Unsanitary Conditions (in Residence Hall)	Resident Director/ Head Resident	Assignment of Constructive or Educational Task — Warning
• Visitation (basic violations)	Resident Director/ Head Resident	Fine/Assignment of Constructive or Educational Task
• Visitation (serious violations and disregard for roommate rights)	Judicial Review Board	Visitation Restriction — Suspension from Residence Hall
• Weapons or Projectiles (possession or use of)	Dean of Students, or designee	Letter of Reprimand — Suspension from Residence Hall.

Process by which Violations of College Rules and Regulations are Handled

Whenever an alleged violation of College policy is observed by or comes to the attention of the College Police, the Residence Life staff, or the Dean of Students' Office, a written report detailing the incident will be made by the person observing the violation (see also Residence Hall Incident Reports pg. 42). The appropriate official shall investigate the incident and determine the necessary accusation(s), if any. The Dean of Students or her designee shall direct the case to the appropriate administrator, to the Judicial Review Board or to the Administrative Hearing Board. The accused student will be notified of the accusation.

If the student is seeing the Dean of Students or another member of the administration, he/she must make an appointment immediately upon notification of the accusation. The accused should make this appointment no later than twenty-

four (24) hours after such notification. The purpose of this appointment is to discuss the accusation(s) with the student.

If the student will have a hearing before the Judicial Review Board or the Administrative Hearing Board, he/she will be notified of the time of the hearing. This notification will be at least seventy-two (72) hours prior to the meeting. The seventy-two (72) hour time period may be waived in writing by the accused if he/she desires.

Should more than one student be charged in the case of joint participation in a violation, each student will be provided the option of having an individual appointment to discuss the violation.

In keeping with the belief that discipline should be a learning experience, the Dean of Student (or designee i.e. Resident Director/Head Resident, the Assistant Dean for Residence Life), and the Campus Judicial Review Board will work with the student in attempting to remedy behavioral problems by:

1. reviewing the situation;
2. listening to the student's view of the situation;
3. discussing the effects of inappropriate behavior on the individual and the group;
4. using possible resource agencies on-campus or in the community to help correct the problem;
5. informing the student of the possible repercussions of any further behavioral problems;
6. applying the appropriate sanction, such as: payment for repairs of damages, work projects, letter of reprimand or suspension from the Residence Halls.

If the accused student is not satisfied with the results of an appointment with the Resident Director then the accused may appeal his/her case to the Assistant Dean for Residence Life. If the accused is not satisfied with the results of the appointment with the Assistant Dean for Residence Life or the Dean of Students, then the accused may appeal his/her case to the Administrative Hearing Board. If the accused student is not satisfied with the results of the appointment with the Judicial Review Board then the accused may appeal his/her case to the Judicial Appellate Board.

Appeal Procedures: (See also Judicial Appellate Board, page 41 or Administrative Hearing Board, pg. 43)

1. Any student shall have the right to appeal his/her case within five (5) school days (for Judicial Review Board) after notification of the action taken. Appeals must be submitted in writing to the appropriate official or Appellate Board. The appeal must be based upon one or both of the following grounds:
 - a. denial of due process
 - b. penalty too harsh for the offense committed
2. Once an appeal letter has been received, the appellate body or official then reviews the case and may take one of the following actions:
 - a. sustains the findings and sanctions
 - b. sustains the findings, but alters (reduce, increase) the sanctions
 - c. dismisses the accusations against the student
3. The decision of the Judicial Appellate Board is final. The decision of the Administrative Hearing Board may be appealed to the President.

Compliance With Judicial Process

All students are expected to comply with any disciplinary conditions imposed upon him or her by a Judicial body or College official.

No student shall engage in any activity that disrupts, unfairly influences, or obstructs the judicial process of Mary Washington College or the Commonwealth of Virginia. This includes but is not limited to activities such as:

1. Attempting to influence, intimidate, or threaten any witness, Council member, or other participant involved in the preparation of a case or the procedures constituting a judicial proceeding.
2. Inappropriate, illegal, and unjust distribution, announcement or publication of confidential judicial information, letters, or decisions.
3. Conducting oneself in an unruly and inappropriate fashion towards any official when being confronted on judicial matters.
4. Cooperating completely with the Mary Washington Judicial System, which includes complying with all restrictions/penalties set by the Judicial Review Board and College officials.

Student Rights

An accused student has the following rights:

1. The right to a fair and impartial hearing before a duly constituted judicial body or judicial officer.
2. The right to a presumption of innocence until proven guilty.
3. The right to an open or closed trial. At an open trial, only as many people as can safely fit into the hearing area may attend.
4. The student shall have the right to an adviser of his or her choice, provided that person is willing to assist and advise the student during the investigation. The adviser may be a member of the Student Defense Commission or a faculty or staff member. This right shall extend to all judicial proceedings. A member of the Student Defense Commission may be contacted by calling the Student Defense Office ext. 4081 located on 4th floor of Lee Hall.
5. The right to question all witnesses testifying against the student.
6. The right to present witnesses to testify in his or her defense. The Judicial body shall have the authority to limit the number of witnesses in order to avoid unreasonable delays where the testimony would be repetitious or unnecessary.
7. The right to be present during the entire hearing (except for closed judicial deliberation) and know all evidence used in the proceeding. The student may, however, elect not to appear and failure to appear shall not be construed as an admission of guilt.
8. The student upon being contacted by the Judicial Chairperson has the right to plead guilty foregoing his/her right to a hearing.
9. The right to remain silent and such silence shall not be construed as an admission of guilt.
10. The right to be notified in writing of the decision or recommendation of the judicial body or hearing officer within 10 days of the date of the hearing (excluding official college breaks).
11. The right to appeal to the appropriate body or College administrative official within five working days of receiving the judicial decision for any of the following causes:
 - a. evidence is not sufficient to support the finding of guilt
 - b. denial of due process
 - c. penalty was too harsh for the offense committed.

Disciplinary Actions

The following disciplinary actions may be given to students violating College policies and regulations. The disciplinary action will be presented in written form to the violator, with a copy sent to appropriate members of the judicial system and a copy placed in the student's personal file in the Office of the Dean of Students.

The disciplinary action will cover a specific period of time.

At the end of this time, the letter/disciplinary form is removed from the student's file, in the Office of Dean of Students.

- a. **Restitution** — The student is required to provide monetary reimbursement for repair/replacement of property or service rendered. Normally restitution is not considered sufficient penalty for willful damage or destruction of property.
- b. **Reprimand** — A letter of censure for violation of College policies and regulations will be sent to the violator. The reprimand will cover a specific period of time. If a student is found guilty of a breach of College regulations during this period of time, he/she will receive a more severe sanction.
- c. **Assignment of Constructive or Educational Task** — A task that benefits the individual, campus or community (such as a volunteer service or service-related activity) is assigned to the student.
- d. **Fine** — The student is required to provide monetary compensation for violation. Money collected through fines will be contributed to the Residence Hall Programming Fund.
- e. **Restrictions** — A student may be restricted from entering specified buildings or residence halls.
 - (a) loss of visitation — the individual loses his/her visitation rights for a period of no less than two weeks. No individual under this penalty may sign-in to another dorm or have a visitor sign-in to visit them. To ensure this policy, the restricted individual's name will be placed on a loss of visitation list which is located at the front desk within the visitation booklet.
 - (b) Social Probation — the individual loses his/her social rights on campus for no less than two weeks. No individual under this penalty may enter the Pool Room, Eagles Nest, mixers, or any campus sponsored activity.
- f. **Suspension from the Residence Hall** — The student loses the privilege of living in a College residence hall for a specified length of time. At the end of this time, after receiving approval from the Dean of Students or designee, the student is allowed to reapply for residence hall living. The student may be admitted to a residence hall provided there is space available. During the suspension period the student may not visit in any residence hall at any time for any reason unless otherwise specified. Persons responsible for payment of the students' College bills will be notified by telephone by the Dean of Students or designee when a student is suspended from the residence halls. When suspended from living in the residence halls, the student must leave the hall within 72 hours after the penalty has been imposed.
- g. **Expulsion from the Residence Hall** — The student loses the privilege of living in College residence halls. When expulsion from the residence halls, the student must leave the residence halls within 72 hours after the penalty has been imposed.
- h. **Extension of Penalty/Transcript and Registration Hold** — Any student failing to comply with a disciplinary decision within the designated period will be assessed a penalty greater in severity than the original penalty. In addition, a transcript and registration hold may be placed on the student's academic record.
- i. **Suspension** — The student is separated from the College for a period of time (subject to approval of the President). Individuals responsible for payment of the student's College bill will be notified by telephone by the Dean of Students or designee. A letter will be sent to the student, the person responsible for the payment of the student's College bills, Student Records, Office of the Vice President for Business & Finance, Admissions Office, and copies placed in the permanent file in the Office of the Dean of

Students. When suspended, the student must leave campus within 36 hours after the penalty has been imposed.

- j. **Expulsion** — Permanent removal of the student from the College is subject to the approval of the President. Persons responsible for payment of the student's College bills will be notified immediately by telephone by the Dean of Students or designee. A letter will be sent to the student, person responsible for payment of bills, Student Records, Office of the Vice President for Business & Finance, Admissions Office, and copies placed in the personal file in the Office of the Dean of Students. When expelled, the student must leave campus within 36 hours after the penalty has been imposed. A student expelled from the College is ineligible for readmission.

Judicial Review Board

Philosophy of the Board:

All of the Board's activities, and ultimately its very existence, derive from a single principle: dedication to student responsibility for student actions. Thus the Board conceives of its role, in terms of the College Judicial process, as one of mediation between the expectations of the College as an enduring institution, the needs and rights of the student body as a whole, and the needs, rights and impulses of the individual student. The sanctions it recommends represent, not an attempt to punish, but the result of the best possible balance of the three interests, and are a sincere attempt to communicate to the individual, at the most immediate level possible, that his/her actions have somehow damaged the mutual ongoing process of education.

Composition of the Board:

The Judicial Review Board shall be composed of the Judicial Chairperson and twelve elected members, three from each class. The Board is advised by the Assistant Dean for Residence Life. If a judicial representative feels that he or she cannot hear the case objectively, the representative shall disqualify himself or herself from the trial. A quorum of five must be present to hold a trial. The others shall be reserved in the event of an appeal.

Procedures for Judicial Review Board Hearings:

1. The Residence Life staff member and accused student are introduced to the Board by the Judicial Chairperson.
2. All are reminded of the Honor Code.
3. The Residence Life staff member briefly relates to the Judicial Review Board the circumstances of the case and/or facts relevant to the case.
4. The Chairperson reminds the accused student that he/she does not have to testify.
5. The Chairperson asks the accused student to relate the circumstances surrounding the case to the Board.
6. Any other witnesses are then escorted into the courtroom and reminded of the Honor Code.
7. The witnesses supporting the accusation give their testimony, followed by the witnesses supporting the suspected student.
8. The Residence Life staff member, accused student, and the members of the Board may ask questions at the conclusion of each testimony and presentation of evidence.
9. After testimony, the Chairperson adjourns the court for deliberation. The Board may recall the accused, the staff member and any witnesses to further question their testimony. At this time, additional comments may be made. The court must reach a majority rule decision after discussion.

All records of a trial (tape and minutes) in which a verdict of guilty is given will be kept locked in the judicial files. It shall be the duty of the Judicial Chairperson to see that these records are properly and safely stored. Inspection of these records will only be granted to any person who may prove his or her legitimate interest in that case to the Judicial Review Board.

In the case of a not-guilty verdict, all minutes and tapes of the trial shall be destroyed.

10. The Board is reconvened and the Chairperson announces the Judicial Review Board's decision.
11. The Judicial Chairperson must remind the accused student of the right to appeal the decision to the Judicial Appellate Board.
12. All hearings will be assumed closed unless the accused requests otherwise.
13. The disciplinary action will be presented to the violator in a letter with a copy to appropriate persons.

Procedure for Appeal to Judicial Appellate Board:

The Judicial Appellate Board shall be composed of the Judicial Chairperson, and three non-biased members of the Judicial Review Board. All will serve with equal voice and vote.

An accused who has been found guilty of a judicial regulation by the Judicial Review Board, may, within five school days after notification of the decision of the Judicial Review Board, request the Judicial Appellate Board to review the decision of the Judicial Review Board on any one or both of the following grounds:

- a. denial of due process
- b. penalty was too harsh for the offense committed

In an appeal, the student shall set forth in writing all of his or her objections to the action of the Judicial Review Board. The Judicial Appellate Board will meet after receiving the letter of appeal to reconsider the case. The accused is entitled to all rights and considerations such as the right to counsel, character witnesses, and an open trial if so desired.

Procedure for Appellate Hearing:

1. The Judicial Chairperson reads the letter of appeal to the Appellate Board and adds any relevant information.
2. Should the Judicial Chairperson be involved in the hearing, the senior representative will act as temporary chairman for the hearing.
3. The recording of the trial is heard.
4. The appealing student may present evidence he/she feels supports his/her appeal.
5. The Appellate Board may question the appealing student, any witnesses, or the Residence Life staff member (if present).
6. After testimony, the Chairperson adjourns the Board for deliberation. The Board may recall anyone who previously testified for further questioning and clarification. The Board may take one of the following actions:
 - a. sustain the findings and sanctions
 - b. sustain the findings, but alter (increase, decrease) the sanctions
 - c. dismiss the charges against the student(s).

Violations Reviewed by the Judicial Review Board:

Serious or repeated violations of the visitation policy, violations of college policies which are safety related, damage under \$200, and misconduct in the dining hall are reviewed by the Judicial Review Board. The sanctions of suspension from the residence halls and suspension of dining hall privileges must have the approval of the Dean of Students or designee. The Judicial Appellate Board hears all appeals.

Examples of Violations Include:

- Destruction of Property under \$200** (pg. 39)
- Failure to Vacate the Residence Hall During a Fire Drill** (pg. 33)
- Improper Conduct in Dining Hall** (pg. 12)
- Improper Use of Fire Equipment** (pg. 33)
- Missed Desk Duty and Fines** (pg. 32)
- Visitation Violation** (Students who were not properly signed into the Residence Hall) (pg. 33)
- Disregard for Roommates Rights** (pg. 35)

Possible Sanctions Include:

Fine; Restitution; Reprimand; Suspension of Privileges in Dining Hall; Assignment of Constructive or Educational Task; Suspension from Residence Hall.

Dean of Students

With the consent of the accused, disciplinary hearings involving specific violations are handled by the Dean of Students or designee(s), the Assistant Dean for Residence Life and the Resident Directors/Head Residents.

Most serious violations which occur outside the residence hall and violations which involve alcohol are reviewed by the Dean of Students. Appeals of the Dean's decision may be made to the Administrative Hearing Board. The sanction of expulsion from the College must have the approval of the President of the College.

Examples of Violations Include:

- Destruction of Property over \$200** (pg. 39)
- Disorderly-Obscene Conduct** (pg. 25)
- Trespassing, Unauthorized Entry** (pg. 25)
- Violation of Alcohol Policy** (pg. 24)
- Possession and or Use of Weapons or Projectiles** (pg. 25)
- *Possession and/or Use of Illegal Drugs** (pg. 25)
- **Lighting a Fire in the Residence Halls (candles or other objects)** (pg. 33)

Infractions pertaining to the Mental Health Policy (pg. 42)

***The sanction given will be suspension from the residence hall, suspension from the College, or expulsion from the College.**

****The sanction given will be suspension from the residence hall.**

Possible Sanctions Include:

Fine; Restitution; Reprimand; Assignment of Constructive or Educational Task; Suspension from Residence Hall; Suspension from the College; Expulsion from the College.

Assistant Dean for Residence Life — Most serious violations which occur within the residence halls (except those areas overseen by Judicial Review Board) are reviewed by the Assistant Dean for Residence Life. Appeals of the Assistant Dean's decision may be made to the Administrative Hearing Board.

When a violation of college regulations occurs within the residence halls, a written record, called an **incident report**, is made by a residence hall staff member. The student is asked by the staff member to read and sign this report. If a student disagrees with any part or all of the incident report, he/she may submit a written request to contest its contents within 48 hours. Contested reports written by resident assistants will be

reviewed by the Resident Director/Head Resident, contested reports written by the Resident Director/Head Resident will be reviewed by the Assistant Dean for Residence Life. If the report is felt to be inaccurate, it will be amended or destroyed.

If the student does not contest the incident report within 48 hours, it will be understood that the student admits to the facts and circumstances of the incident report. The Resident Director/Head Resident of the students involved will keep a copy of the report on file. Incident reports are part of the student's conduct record. They may be considered individually or accumulatively to remedy the behavior problem.

Examples of Violations Include:

- Destruction of Property over \$200** (pg. 39)
- Disorderly-Obscene Conduct** (pg. 25)
- Possession and/or Use of Weapons or Projectiles** (pg. 25)
- Unauthorized Party** (pg. 24)

Possible Sanctions Include:

Fine; Restitution; Reprimand; Assignment of Constructive or Educational Task; Suspension from Residence Hall; Expulsion from the Residence Halls.

Resident Director/Head Resident: Most minor violations which occur within the residence hall will be referred to the Resident Director/Head Resident. Students may appeal the decision of the Resident Director/Head Resident to the Assistant Dean for Residence Life.

Examples of Violations Include:

- Excessive Noise** (pg. 35)
- Missed Desk Duty** (pg. 32)
- Pets in Residence Hall** (pg. 35)
- Throwing Objects from Windows** (pg. 35)
- Unsanitary Conditions in Residence Hall** (pg. 32)
- Procedural Visitation Violations (students who are properly signed into the Residence Hall but leave within five (5) minutes of the conclusion of visitation)** (pg. 33)

Possible Sanctions Include:

Fine; Warning; Restitution; Assignment of Constructive or Educational Task.

MENTAL HEALTH POLICY

A Student's status at the College will be reviewed if the student's behavior meets one of the standards described below, and there is reason to believe that the actual or threatened behavior is caused by or derives from a psychological or emotional problem. Specifically, the **Mental Health Policy** may be invoked when:

1. The student has engaged, or threatened to engage, in behavior constituting a disciplinary or honor offense as defined in the *Student Handbook*, and there is reason to believe that the threatened or actual behavior is caused by or derives from a psychological or emotional problem.

2. The student has engaged, or threatened to engage, in behavior which would cause significant property damage, or directly and substantially impede the lawful activities of others, and there is reason to believe that the threatened or actual behavior is caused by or derives from a psychological or emotional problem.

3. The student has engaged, or threatened to engage, in behavior which poses a danger of causing physical harm to self or others, and there is reason to believe that the threatened or actual behavior is caused by or derives from a psychological or emotional problem.

When a student's behavior does meet one of the above standards, the Dean of Students may refer the student for a mandatory psychiatric or psychological evaluation. With the consent of both the student and the Counseling Center, the evaluation will be performed by a Counseling Center psychologist. In those instances where either the student or the Counseling Center so requests, the evaluation will be performed by an independent psychiatrist or psychologist who is appropriately licensed by the Virginia Board of Medicine or the Virginia Board of Psychology. Upon the recommendation of the Counseling Center, the Dean of Students may specify that the independent evaluation be performed by a licensed psychiatrist. Pending the completion of a required evaluation, or at any point during which the student is subject to the procedures of the **Mental Health Policy**, the Dean of Students may bar a student from classes, College housing, or College property.

In those instances where the behavior of a dependent student falls under the standards of this policy, the party(ies) responsible for the student's finances (according to the Mary Washington College records) may be contacted by the Dean of Students. In those instances where the behavior in question involves a danger to self or others, the student's parents or significant other(s) may be contacted whether the student has dependent or independent status.

Following the completion of a required evaluation, the student's status at the College will be reviewed by the Dean of Students. This review will result in one of the following: no action, or if applicable, resumption of normal activities; involuntary administrative withdrawal from the College or removal from College housing; continued enrollment and/or residence provided that the student complies with a recommended treatment plan. Further, invoking this policy does not mean that the student will necessarily be exempt from the regular disciplinary actions associated with the behavior in question according to the rules and procedures of the *Student Handbook*.

At the time that this policy is formally invoked, students will be given information on due process and procedural guidelines in protection of their constitutional rights.

Administrative Hearing Board

An accused student may appear before the Administrative Hearing Board if the Dean of Students or designee feels an Administrative Hearing before this Board is necessary or if the accused student appeals an administrative decision to this Board.

Generally, a hearing will take place prior to the College enforcing any disciplinary action; however, if the student is accused of a violation that results in criminal prosecution or is of a nature that may endanger or disrupt the well-being of the College community, the student may be suspended from the College until such time as the hearing can be scheduled. The purpose of the hearing is to provide a full account of the circumstances and facts involved.

The Administrative Hearing Board shall have full authority to determine the disciplinary action, if any, to be imposed upon a student found guilty of a violation. An exception exists however, if the Board determined that the student should be expelled from the College. In this instance, the presiding officer, the Board Chairperson, shall brief the President on the circumstances and findings prior to the decision becoming final. If for any reason, the President of the College concludes that a lesser penalty be more appropriate than expulsion, the President may accordingly amend the decision of the Board. The President may not impose a punishment more harsh than that of the Administrative Hearing Board.

Composition of the Administrative Hearing Board and Responsibilities of the Chairperson

1. The Administrative Hearing Board will consist of eight (8) members from the College community, each of which are appointed annually by the President of the College in consultation with the Campus Judicial Chairperson. Representatives from both the faculty and the administration will occupy six (6) positions on the Board. Two voting members of the Administrative Hearing Board shall be the Student Association President and the Campus Judicial Chairperson, or their appointed designees. The Chairman of the Administrative Hearing Board shall be appointed in addition to the eight (8) Board members. He/She will preside over the proceedings and investigation. The responsibilities of the Chairperson of the Administrative Hearing Board shall include:
 - a. protecting the accused student's right to confidentiality and guarantee due process;
 - b. contacting the members of the Hearing Board to notify them of the date, time, and location of the hearing;
 - c. notifying the President of the College of the Board's decision.
2. A quorum of four must be present to hold the hearing. One student member, or appointed designee, must be part of the quorum.
3. The Chairperson of the Administrative Hearing Board shall provide for the proceedings of the hearing to be tape recorded solely for the purpose of providing the President with a record of the hearing in the event the student may appeal the decision. No recording or taping of the hearing shall be made by other persons. The Chairperson shall maintain the hearing tape for the period of time the student is allowed to make the appeal. If an appeal is not made within the time allotted, the Chairperson shall erase the hearing proceedings from the tape. In the event of an appeal, the tape shall remain in the possession of, and under the control of, the President until final disposition of the appeal. The student shall be provided reasonable access to the tape for purposes of review, with the understanding that no duplicate of the tape shall be permitted.

Administrative Hearing Board Procedure

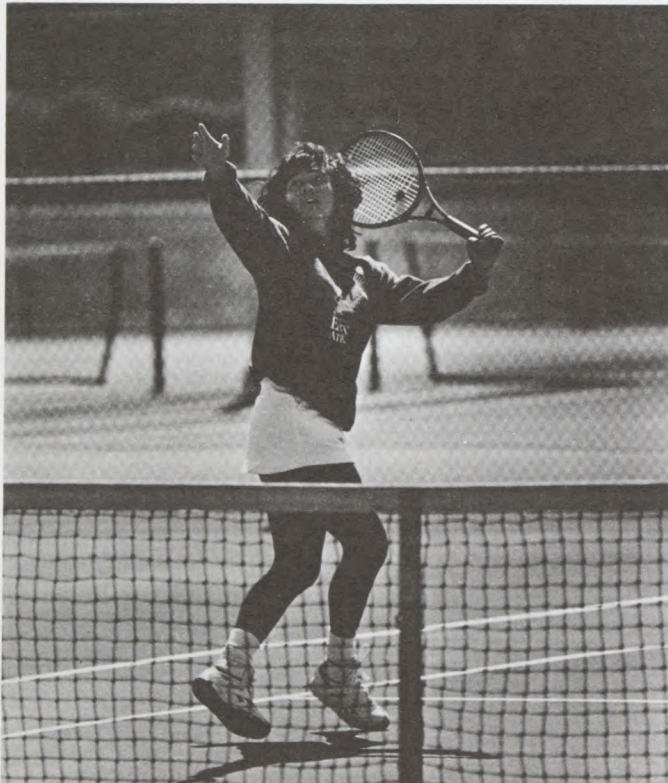
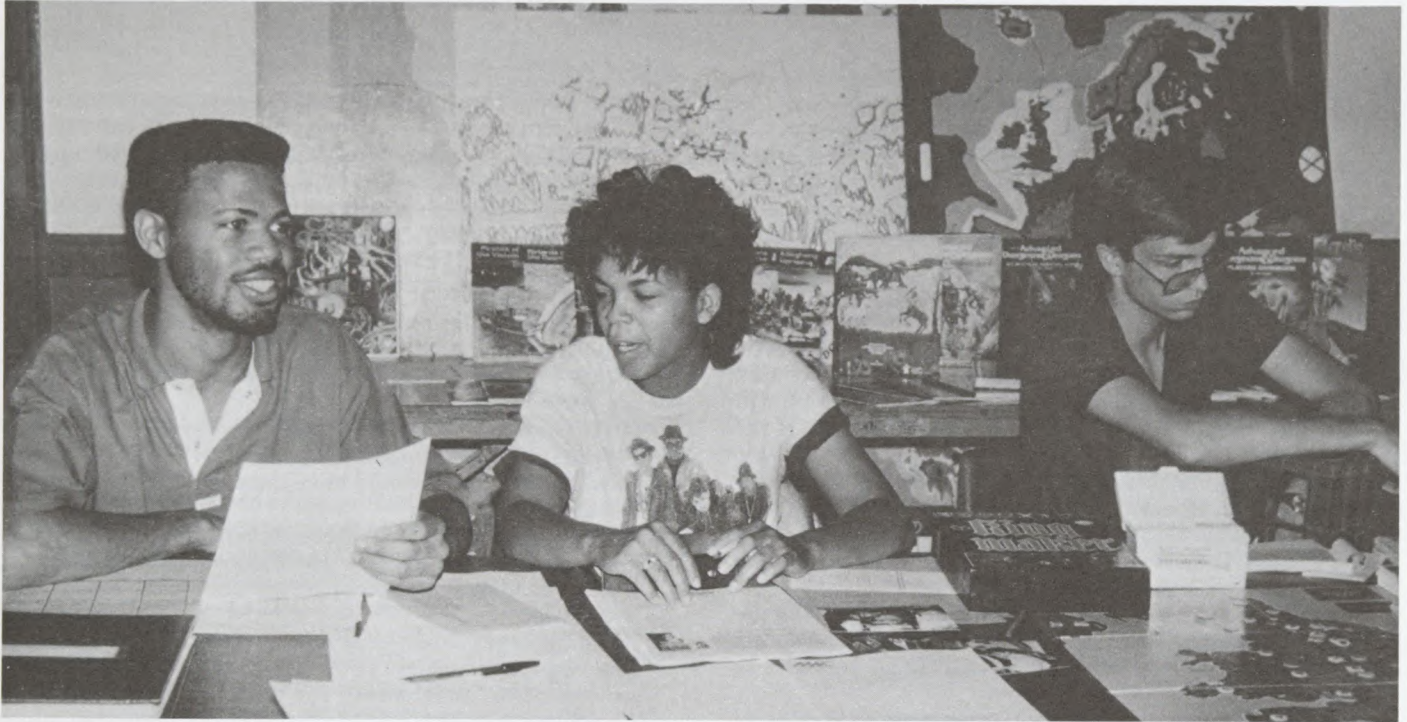
1. If after completion of the appointment with the Dean of Students or designee, the accused student is not satisfied with the results of the appointment, then the accused may request an Administrative Hearing. This request should be made in writing to the Chairperson of the Administrative Hearing Board within five days of completion of the appointment. If, after completion of the appointment with the accused student, the Dean of Students or designee feels that the case should be heard by the Administrative Hearing Board, then the administrator may request an Administrative Hearing. This request should be made in writing to the Chairperson of the Administrative Hearing Board within five days of completion of the appointment with the student.
2. The Chairperson of the Administrative Hearing Board will notify the accused of the date, time, and location of the hearing and the names of the members of the Administrative Hearing Board who will hear the case. This notification will be at least seventy-two (72) hours prior to the hearing. The seventy-two (72) hour time period may be waived in writing by the accused if he/she desires.
3. An accused student shall be entitled to choose one advisor to appear with him/her at the hearing. This advisor will be a selected member of the Student Defense Com-

mission, faculty, or staff of the College. If the student elects to have an advisor, he/she must notify the Chairperson of the Administrative Hearing Board at least twelve (12) hours prior to the hearing. The role of the advisor shall be:

- a. To advise the student in preparation of his/her defense.
 - b. To assist the student in making opening and closing remarks.
 - c. To cross-examine and raise questions on behalf of the accused.
 - d. To assist in the preparation of an appeal.
4. Hearing Procedure:
- a. The Chairperson calls the Hearing to order.
 - b. The accused, advisor, and Dean of Students or designee enter.
 - c. All are reminded of the Honor Code.
 - d. Introductions are made.
 - e. The procedure to be followed is explained to the accused.
 - f. The Dean of Students or her designee states the charge.
 - g. The accused is asked if he/she understands the accusation.
 - * h. The evidence supporting the accusation is submitted.
 - i. The witnesses are called in and reminded of the Honor Code.
 - * j. The witnesses supporting the accusation give their testimony. There will be an opportunity for questioning by the Board and by the defense at the end of the testimony of each witness.
 - * k. The evidence supporting the accused is submitted.
 - * l. The witnesses supporting the accused give their testimony. There will be an opportunity for questioning by the Board at the end of the testimony of each witness.
 - m. If the defense wishes, there will be an opportunity for character witnesses to testify.
 - * n. The accused and/or advisor present their final statements.
 - o. All leave except the members of the Hearing Board who stay for their deliberation and voting. This deliberation should include verdict and punishment. If necessary, the accused, the advisor, the Dean of Students/designee, or the witnesses may be recalled to insure that facts concerning the case are evident and clear.
 - p. The accused may be found guilty or not guilty or charges may be dismissed or amended. The decision must be agreed upon by at least three members of the Hearing Board. Appropriate sanctions are discussed and a vote is taken as to the sanctions to be assigned.
 - q. The accused, advisor, the Dean of Students or her designee are called back in, at which time the Chairperson then informs all persons present of the Board's decision. If found guilty, the sanction(s) are announced and the Chairperson reminds the accused of his/her right to appeal.
 - r. Unless there is any further discussion, all are dismissed.

*The Hearing Board, advisor, accused, the Dean of Students or her designee are permitted to ask questions at the end of the following testimonies, statements, and presentations of evidence: h, j, k, l, and n.

Student Organizations



What are the provisions of the Honor Constitution?

What is the Aubade?

What are the rules of campaigning for office?

What are the duties of Class Council?

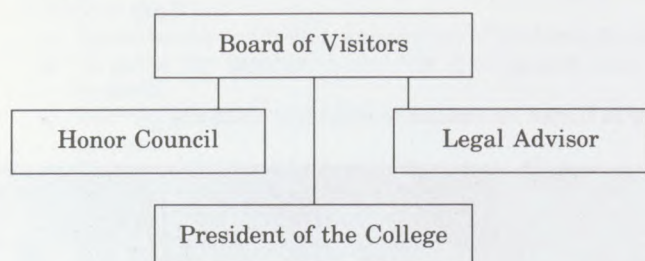
Who are the officers of the Student Association?

Who appropriates money for activities?

Overview

The following section provides students with complete copies of the Constitutions of major student organizations, explanations of their activities, and a listing of their leadership. Questions about specific items in this section should be addressed to the individual organization president or to the advisor or sponsor of the group.

Honor Council Organizational Chart



Honor Code

Registration as a student in the College is not complete until the Honor Pledge Card has been signed. No grades or credits will be released unless the pledge is on file.

If a student has not signed an Honor Pledge Card by the end of the Drop Period (as specified on the Master Calendar), the student's matriculation shall be cancelled, and fees paid will be refunded according to the withdrawal outlined in the catalog.

New students shall have the opportunity to receive honor counseling by an Honor Council Representative or an Honor Counselor and sign the Honor Pledge Card. Notices as to when counseling will be held will be posted during each registration period.

If by the third week of classes, a student has not signed the Pledge Card, he or she shall receive a notice to schedule a counseling session with an Honor Council Representative or Honor Counselor.

The ultimate responsibility for counseling and signing of the Honor Pledge Card rests in the hands of each individual student.

Honor Code

I, as a student and citizen of Mary Washington College, do hereby resolve to uphold the honor of the College by refraining from giving or receiving academic material in a manner not authorized by the instructor; from the illegal appropriation of the property of others; and from the deliberate falsification of facts. I shall do all in my power at all times to create a spirit of honesty and honor for its own sake both by upholding the Honor System myself and by helping others to do so. I understand and accept the Honor System and the Honor Constitution. I realize that a plea of ignorance will not be accepted by the Honor Council. I further understand that a violation of the Honor Code could result in my expulsion from the College.

Honor Constitution

Preamble

The Honor System is the mature and deeply cherished moral code of personal integrity at Mary Washington College. The students derive their authority and responsibility to create and maintain an honor system from the Board of Visitors. Because students are responsible for deciding when a breach of honor has been committed, the enforcement of the Honor System is in their hands.

Each student as a member of the student body at Mary Washington has the responsibility, not only for familiarizing himself or herself with the provisions of the Honor Code upon which the student body has agreed, but also for developing

within himself or herself the highest and strongest personal honor code possible. Each student must realize that by accepting admission to Mary Washington, he or she has agreed to abide by all the provisions of the Honor Code. When he or she signs the Honor Pledge Card, he or she is committing himself of herself to support the Honor System. The student is stating that he or she understands it and realizes that a plea of ignorance is not acceptable. Matriculation as a student in the College is not complete until the Honor Pledge Card has been signed. No grades or credits will be released unless the pledge is on file.

Article I: Scope of the Honor System

Section 1. The Honor System requires that a student govern his or her own conduct in an honorable way at all times in his or her dealings with any member of the College Community.

Section 2. The Honor System applies to a student's conduct in all aspects of his or her academic pursuits at Mary Washington College.

Article II: Provisions of the Honor Code

Section 1. The violations of the Honor Code are lying, cheating, and stealing.

A. *Lying* — A deliberate, unjustifiable misrepresentation of the truth.

1. Forgery is considered lying. Forgery is falsely and fraudulently making or altering a writing or document which if genuine would have some legal effect upon the rights of others.

2. Falsification or misuse of the student identification card is considered lying. The use of another's identification card or allowing another to use one's own constitutes misuse.

B. *Cheating* — An intentional misrepresentation of someone else's work as being one's own or a misrepresentation of the circumstances under which the work was done.

Copying, collaboration, plagiarism, and divulging information as defined below are forms of cheating prohibited by the Honor Code.

1. Copying is the use of (a) one's own material (b) another's material (c) crib notes (d) textbook (e) class notes during an examination or test *without authorization* to do so. NOTE: Crib notes refer to notes brought into class for illicit use during the examination.

2. Collaboration — Working with another person or persons in the execution of a test, report, paper, laboratory work or assignment *unless authorized* to do so. Except where joint effort is permitted or special regulations are made by the instructor, all work for which credit is sought must be performed by the individual student.

3. Plagiarism — Consists of copying or imitating the language, ideas and thoughts of another author and presenting this material as one's original work.

The following standards shall apply in determining whether a document has been plagiarized in violation of the Honor Code.

a. Common Knowledge — Consists of information quickly assessable to the reader of a given document. The reader need not actually know the information, but he or she must be able to check its accuracy quickly in any good library without citations from the author of the paper. Usually, the reader should also be able to check or pursue the information in a variety of published sources. Such common or readily available information does not require documentation. But if the reader does need to use a particular source to follow up or verify the information, a reference to that source is necessary.

- b. Paraphrasing — Consists of complete rewording, using one's own sentence structure. Any paraphrased facts or ideas that are not common knowledge must also be footnoted.
- c. Quoted Matter — When the writer borrows what belongs to another, he or she must indicate the source by internal reference or footnote. The writer must enclose another's words, phrases or ideas in direct quotations. All direct quotations or more than three consecutive significant words (this is only a rule of thumb) should be indicated by quotation marks. It is the student's responsibility to use a recognized source, as Seeber's *A Style Manual for Students* or the *MLA Style Sheet* as a guide for making footnotes and bibliography unless otherwise instructed by the professor.

IT IS THE STUDENT'S RESPONSIBILITY TO FIND OUT ALL THE REQUIREMENTS OF ANY COURSE FROM THE PROFESSOR. IF A STUDENT IS IN DOUBT CONCERNING PARAPHRASING AND COMMON KNOWLEDGE, HE OR SHE SHOULD CONSULT THE PROFESSOR FOR INSTRUCTIONS.

- 4. The fabrication of work (i.e. data, laboratory work, graphs, statistics, bibliographies, etc.) is considered cheating.
- 5. Divulging Information — Revealing or disclosing information relating to academic work without authorization to do so.
- 6. It is the obligation of the professor to explain the conditions under which the work assigned is to be completed, and it is the obligation of the student to be familiar with and to accept these conditions.

In order to reaffirm his or her belief in the Honor System, a student shall write out and sign his or her name to the following pledge on quizzes, examinations and other work; *I hereby declare upon my word of honor that I have neither given nor received help on this work.* This pledge means that the work which the student hands in to his or her professor is his or her own and has been done in accordance with the requirements of the course as presented by the professor. This pledge also means that the student will not divulge the contents nor the format of an examination until all exams have been taken.

- C. *Stealing* — Taking another person's property without his or her authorization or consent. Unauthorized duplication of a College key is considered stealing.

Article III: Organization of the Honor Council

Section 1. The Honor Council is a judicial body designed to try specific cases brought to it by any member of the College community regarding possible violations of the Honor Code. It has no responsibility for discovering guilt before an accusation has been made. The Honor Council shall consist of a President and thirteen representatives, three elected from each class and one graduate student.

Section 2. The Honor Council president is elected by the entire student body. His or her term of office will begin in the spring of the year in which he or she is elected, continuing until his or her successor is duly installed or until he or she is reinstalled in the event he or she is re-elected. The Honor Council president must not be on academic or social probation. He or she may be recalled if he or she fails to perform efficiently the duties or uphold the standards of the office. The duties of the Honor Council president are as follows:

- A. To counsel privately all students as the need may arise;
- B. To call and act as chairperson of the Honor Council as a non-voting member during a trial;

non-voting member during a trial;

- C. To call and preside over all meetings of the Honor Council other than trials as a voting member;
- D. To be the official for the student body on matters concerning the Mary Washington College Honor System;
- E. To keep secure all of the Honor Council records;
- F. To properly counsel an accused party of his or her rights (see *Article IV*) in the event of an honor trial;
- G. To inquire into the charge and see that all necessary witnesses and parties are available;
- H. To sit as a non-voting member of the Student Association Executive Cabinet and act as a liaison between that body and the Honor Council;
- I. If the president becomes unable to discharge any necessary function, when needed, he or she must resign and a new president will be elected.

Section 3. An Honor Council representative cannot be on social or academic probation. He or she shall be installed in the spring of the year in which he or she is elected but will not assume his or her duties until the day after graduation the same year. If any council member should resign or be unable to discharge his or her duties, his or her office shall be filled by an election in his or her respective class. Honor Council representatives may succeed themselves. Any Honor Council representative may be recalled by his or her class if he or she has failed to perform efficiently the duties or uphold the standards of the office. The duties of each Honor Council representative are as follows:

- A. To promote an understanding of the Mary Washington College Honor System;
- B. To serve during the trials and on appellate boards as a voting member;
- C. To interpret the constitution as elected representatives of the student body;
- D. To return to school at his or her own expense during the school year for an honor trial or appellate proceeding. If there is a need for him or her to return for an honor trial or appellate proceeding during the summer or school holidays, he or she shall be reimbursed for travel expenses by the Honor Council;
- E. To participate in leadership conference and all orientation sessions in any capacity needed;
- F. To assist with any clerical work required of the Honor Council;
- G. To serve as an adviser to the accuser in a proceeding when so appointed.

Section 4. One Honor Council representative will be elected vice president by the Council. In the absence of the Honor Council president, he or she will assume all the duties of the president which may be required. Only in the case of an emergency may the vice president serve as the chairperson of an honor trial. The vice president shall be responsible for accurate records of expenditures of the Honor Council budget funds.

Section 5. An honor contact within each residence hall and for the commuting students shall be appointed in the spring by the Honor Council. The honor contact shall assume his or her duties the following August. In freshman residence halls, the honor contacts shall be appointed by the Honor Council in September. The responsibilities of the residence hall honor contact are:

- A. To attend training sessions given by the Honor Council;
- B. As the official representative of the Honor Council within the residence hall, he or she shall be responsible for relaying to the residents information referred to him or her by the Honor Council;
- C. To encourage hall residents to report immediately any incidents of lost or stolen objects and to accumulate and record all facts reported to him or her about any possible

Honor violation occurring in the residence hall, and refer this information to the Honor Council president.

The responsibilities of the commuting student honor contact are:

- A. To attend training sessions given by the Honor Council;
- B. As the official representative of the Honor Council among the commuting students, he or she shall be responsible for relaying to the commuting students information referred to him or her by the Honor Council.
- C. To keep a record of items lost or reported stolen and to encourage commuting students to report any incidents of lost or stolen objects immediately whenever they are within the jurisdiction of the Honor Council.

Section 6. There will be two faculty advisers selected by the Honor Council, at least one of whom shall be present at each trial, but shall have no vote. The faculty advisers shall monitor the activities of the Honor Council and shall freely offer their advice to its members on all aspects of its function and practice. The Honor Council may seek the advice and assistance of legal counsel.

Section 7. Upon a petition of 20 percent of the class (in the case of the honor representative) or the campus (in the case of the president) to the Honor Council, the question of recall shall be considered. At least seven members of the Honor Council must vote in favor of recall in order for the motion to be carried. If the recall motion is carried, there will be an election as soon as possible to fill the vacancy created. If the Honor Council fails to recall upon petition, this action may be over-ridden upon a petition of 40 percent of the constituency followed by a simple majority of the votes cast by the student body. The recalled member of the Honor Council retains the right to participate in the election.

Article IV: Procedure

Section 1. Investigation

- A. The Honor Council is governed by the premise that every person is deemed innocent until proven guilty. A student who places himself or herself in suspicious circumstances is endangering both himself or herself and the Honor System. All members of the College community should feel obligated to investigate a possible violation of the Honor Code, and with the assistance of such persons as he or she may have reason to call upon, investigate the matter as secretly and speedily as possible.
- B. If, after the investigation, the investigating party is satisfied that the suspected student is not guilty of an Honor violation, there shall be no further proceedings, and nothing connected with the case will be made public. If, however, the investigating party believes the suspected person guilty of a violation of the Honor Code, he or she shall approach that person with a request for an explanation of his or her conduct. If the former party is satisfied by the latter's explanation, there shall be no further proceedings. If no satisfactory explanation is made, the investigating party shall specifically accuse the one under suspicion and shall immediately notify the Honor Council president. The accuser must also give written notice of the accusation to the Honor Council president.
- C. The Honor Council president shall notify the accused of the charge against him or her and shall require him or her to elect to withdraw from school within 72 hours or stand trial before the Honor Council. Such election shall be in writing addressed to the Honor Council president.
- D. If the accused does not withdraw from school within 72 hours after notification by the Honor Council president, he or she shall be deemed to have elected to stand trial. The Honor Council president shall set a time and place for trial and shall notify the accused of the provisions and

procedures applicable to trial.

- E. The trial shall take place not less than three days nor more than 15 days after the formal notification by the Honor Council president to the accused. The accused may waive the three day restriction if he or she should desire an earlier trial. For good cause shown, the Honor Council president with the consent of the accused may extend the trial beyond the 15 day limit. If the accused prefers to withdraw from the College, his or her status shall be the same as though he or she had been found guilty and dismissed by the Honor Council. On his or her official transcript, it shall be recorded that the student withdrew from the College under accusation of an honor violation. An accuser may not withdraw a charge upon the agreement of the accused to depart from the College. When the accused desires to leave Mary Washington without a trial, the Honor Council shall take action to record the facts as they were presented, and the proper administrative offices will be notified to record the change of status and the accusation on the transcript. If a student leaves the College either before or after a trial, the Honor Council president shall notify the President of the College of such action.

Section 2. Trial

- A. At least five, but not more than eight, unbiased Honor Council representatives plus the Honor Council president shall participate in each trial.
- B. If a council member feels that he or she cannot hear the case objectively, or if the council feels that a member cannot judge without bias, then said representative shall disqualify himself or herself, or be disqualified by the Council from the trial by a two-thirds vote of the sitting members.
- C. The accused may engage someone to advise and act as his or her counsel, but the accused must answer all questions directed to him or her. The accused may ask anyone whom he or she desires to speak in his or her behalf.
- D. The Honor Council president shall appoint a member of the Honor Council to advise the accuser, which adviser shall assist the accuser in organizing his or her evidence for trial, shall advise the accuser on the merits of the case and shall further assist the accuser during trial. This member of the Honor Council may not sit with the Honor Council as a participant during the trial or on an appellate board relating to the case, nor may he or she discuss the case with any member of the Honor Council before or after the trial.
- E. The order of trial shall be as follows:
 - 1. Call to order by the Honor Council president.
 - 2. Confirmation that the accuser and the accused are present. Both shall be present when all testimony is given.
 - 3. The accuser shall give his or her evidence followed by questions from the accused or his or her counsel. The members of the Council may then ask questions of the accuser, or his or her adviser.
 - 4. The witnesses for the accuser shall then be examined similarly.
 - 5. The accused shall give his or her evidence and then be examined similarly.
 - 6. The witnesses for the accused shall be examined similarly.
 - 7. Closing statement by the accuser or his or her adviser.
 - 8. Closing statement by the accused or his or her adviser.
 - 9. Deliberation by the Honor Council in executive session. The Council may adjourn its deliberation to

hear such additional evidence as it deems appropriate.

10. Announcement in open session of the findings of the Honor Council.
- F. The accused may request an open trial. As many people as can safely sit in the area in which the trial is to be held may attend the trial upon the request of the accused. Those persons present during the trial are to keep facts of the case secret for the benefit of the parties involved. No notes may be taken during the trial by spectators and no information relating to the case may be divulged unless requested by the accused, regardless of whether the verdict is not guilty or guilty.
- G. No person shall be found guilty unless the council is convinced of the guilt of the accused. There shall be no abstaining vote. A verdict of guilty, unless unanimous, may be upon but one dissenting vote. If, upon due deliberation and votes taken, the council cannot agree unanimously or with a single dissenting vote, the accused shall be acquitted.
- H. Whenever a violation of the Honor Code is proved, the Honor Council will decide upon one of the following penalties:
 1. Conviction without dismissal.
 2. Suspension — Dismissal of the student for a semester or a definite length of time. After such time, he or she may reapply to the College through the Office of Admissions and Financial Aid.
 3. Absolute Dismissal — Absolute dismissal shall be imposed by a vote which is unanimous or with one dissenting vote.

The Honor Council must impose one of the above penalties. The Honor Council will not take into consideration a previous offense of the accused in determining guilt in a trial. However, the Honor Council may take into consideration a previous verdict of guilty in determining the penalty to be imposed in this trial. All guilty verdicts are recorded on the student's transcript.

The appropriate entry from the following listing shall be entered on and remain a part of the permanent record (which serves as the official transcript) of a student who withdraws from the College under accusation of an Honor Code violation or is found guilty of an Honor violation by the Honor Council:

- (1) Withdrew from the College on (date) under accusation of an Honor Code violation of (name the offense).
- (2) Found guilty of an Honor Code violation of (name the offense) on (date). The Honor Council decision was no dismissal.
- (3) Suspended from the College on (date) for (period of time) by the Honor Council for an Honor Code violation of (name the offense).
- (4) Upon readmission: "Readmitted to the College in good standing on (date)".
- (5) Absolutely dismissed from the College on (date) by the Honor Council for an Honor Code violation of (name the offense).

There will be a public statement following the trial (in the case of a verdict of guilty) regarding the type of case and the penalty imposed. It shall be the practice of the Honor Council to give such publicity of the facts of a case resulting in guilt as shall be considered advisable.

When an accused has been found guilty of an honor offense, and has been punished by suspension or absolute dismissal, the period of suspension or dismissal shall commence forthwith. One who has been suspended or dismissed shall have no rights and privileges of a Mary Washington College student, including the right to reside on campus, attend classes, or use College facilities, except one who has been suspended shall be restored to all rights and privileges upon readmission. One

who has failed to comply with a judgment of the Honor Council within 36 hours shall be deemed not to have complied forthwith.

All convictions shall relate back to the date of the offense; no grades or credits shall be awarded from that date forward regardless of the date of the conviction. In the event of a conviction without dismissal, the conviction shall have the following effect on grades and credits:

1. In the case of lying or stealing, no loss of grades or credits.
2. In the case of cheating, no grades or credits shall be awarded for the course in which the offense was committed.

In calculating the grade point average, the credit hours assigned to the course in which the offense was committed shall be included in "hours attempted" with no corresponding grade or credit value for the course.

- I. Minutes of the trial shall be kept by either an employed stenographer or tape recorder, or both. These minutes shall be in the custody of the Honor Council President, and it shall be his or her duty to see that they are properly stored for safekeeping. In the case of a verdict of not guilty, the minutes of the trial shall be destroyed immediately. In the event of a guilty verdict, the minutes shall be kept on file by the Honor Council President. The transcript of the trial shall only be open to inspection by any person who may satisfy the Honor Council of his/her legitimate interest in the case. No notes or memoranda shall be permitted to be made from the transcript except the accused shall be entitled to a copy of the transcript of his or her trial upon payment to the Honor Council of the actual cost incurred in reproducing the transcript.
 - J. A case resulting in a verdict of guilty may be retried only upon the offering of evidence which, (a) was not available for the trial (b) is not merely corroborative of evidence received at the trial, (c) is not designed primarily to impeach the testimony of a witness who testified at the trial, (d) bears directly on the guilt or innocence of the accused, and (e) could not, through the exercise of diligence, have been available for the trial.
- An accused seeking to reopen a case shall state his or her grounds in writing to the Honor Council. The Council may hear an oral presentation if it elects to do so. The Council shall then determine if the grounds are sufficient to warrant a retrial. If a case is retried, it shall be retried in its entirety.
- K. Whenever there is a verdict of guilty, the Honor Council President shall promptly notify the President of the College.

Section 3. Appeal.

An accused who has been found guilty of an honor offense by the Honor Council may, within five days after notification of the decision of the Honor Council, notify the President of the Honor Council of his or her appeal of the finding of the Council. The Honor Council President shall then appoint an appellate board consisting of three unbiased Honor Council representatives who did not participate in the trial of the case, naming one of the three as the chairperson of the appellate board. The accused shall be immediately notified of the names of those appointed to the appellate board.

Within five days after notification of the names of those who are members of the appellate board, the accused shall state in writing his or her grounds for appeal directly to the appellate board.

The appellate board shall limit its review to the record of the case, including all exhibits and an electronic or written transcription of the incidents of the trial, on the following issues:

- (a) Whether the evidence is sufficient to support the findings of guilt.

- (b) Whether the accused was afforded due process under the Honor Constitution.
- (c) Whether the penalty was too harsh for the offense committed.

The board shall render its decision within ten days of receipt of written grounds for appeal from the accused which decision shall either (a) affirm the findings of the Council, (b) affirm as to guilt and reduce the penalty, or (c) reverse the finding and enter a finding of innocence. During the appellate process all sanction set forth in this constitution shall be staided.

The accused and the Honor Council President shall be notified in writing of the findings of the appellate board. The findings of the appellate board shall be final with no further right to appeal.

Article V: Ratification

Section 1. This constitution shall become effective when approved by two-thirds of the Honor Council, a simple majority of votes cast by the student body and when approved by the Board of Visitors of the College.

Article VI: Amendments

Section 1. An amendment to this constitution may be proposed by the Honor Council. An affirmative vote of two-thirds of the Honor Council and a simple majority of the votes cast by the student body shall ratify an amendment. If the Honor Council fails to adopt a student-petitioned amendment, this action may be overridden upon a petition of 10 percent of the student body. The amendment shall then be submitted to the student body for action. No amendment shall be effective until approved by the Board of Visitors of the College.

Approved by vote of the Student Body of Mary Washington College, March 25, 1981.

Approved by the Rector and Visitors of Mary Washington College, April 11, 1981.

Section 2. The allocation of funds from student fees for designated purposes shall be authorized by a special committee(s) of the Association, in keeping with the authority delegated by the President of the College.

The Student Association

The Student Association at Mary Washington is an important part of student life. Upon matriculation into the College, a student automatically becomes a member of the Association. All students are encouraged to become active members, so that the Association is a truly representative body of student thought and opinion, voicing the needs and concerns of the student body.

SA Purpose

The purpose of the Student Association is to work for a better College community through the development and strengthening of individual responsibility, citizenship, and honor; to share with the faculty and the administration the obligation of respecting and promoting the traditions, standards and objectives of the College; and to instill the convictions of self-government and democracy in every student.

The Student Association officers acknowledge to the students of Mary Washington College the following obligations: to represent student opinion actively; to respect the rights of the individual; to cultivate and uphold the academic and social atmosphere conducive to the fulfillment of the aims of the College; to promote communication, cooperation, and understanding among students, faculty, and administration;

to stimulate awareness of national and international affairs and their importance to the individual; to promote environmental improvements necessary for the welfare of the students; and to affirm that the Student Association shall continue as a democratic body.

STUDENT ASSOCIATION ORGANIZATION

I. EXECUTIVE

The executive branch of the Student Association is the Executive Cabinet, a body comprised of the eight SA officers, which acts under the direction of the President of the Student Association. The President is the official spokesperson of the Executive Cabinet of the Student Association.

The Executive Cabinet

The Executive Cabinet represents the student body on all matters of joint concern between the administration of the College and the student body. The Executive Cabinet is the highest Student Association body on campus, and its voting (elected) members include: the President of the Student Association, the Vice President (President of the Senate), the Campus Judicial Chairperson, the Academic Affairs Chairperson, and the Legislative Action Committee Chairperson. The Student Association Secretary, Treasurer, and the Executive Coordinator, the Honor Council President and Commuting Student President also serve as members of the Executive Cabinet in a non-voting capacity.

Position: Student Association President

The president of the Student Association is the official spokesperson for the Student Association. The President shall call and preside over all meetings of the Executive Cabinet as well as open student body meetings. He/She is also responsible for appointing chairpersons to the Standing Committees of the Student Association, with the consent of the Executive Cabinet. Upon recommendations from the Academic Affairs Committee, the President shall nominate students to serve on student faculty committees to the President of the College. The President serves as a member of the Student Association Finance Committee with full voice and vote. The President also serves as a full voting member on the College Programming Board. The President is also responsible for the efficient operation of the day-to-day activities of the organization.

Position: Student Association Vice President

The Vice President has three principle duties. First, he/she is the President of the Senate, and as such appoints committee officers and presides over Senate meetings. Second, the Vice President is an ex-officio member of the S.A. Finance Committee, with full voice and vote. He/She also sits on the Board of Publications and Broadcasting as an ex-officio member.

Position: Campus Judicial Chairperson

The Judicial Chairperson shall be the official representative of the Student Association in all matters of judicial concern and he/she presides over hearings in a non-voting capacity. The Chairperson is responsible for coordinating all judicial trials. He/She will also maintain adequate means of student communications regarding the judicial system on campus. The Judicial Chairperson shall be responsible for maintaining records of all judicial proceedings.

Position: Academic Affairs Chairperson

The duties of Academic Affairs Chairperson include attending all faculty meetings, working with the Advising Office in areas of academic concern/advising and registration. The Chairperson also presides over meetings of the Committee which includes all department representatives and student members of student/faculty committees. The Academic Affairs Chairperson also acts as adviser to the Inter-Honorary Association and its projects which include the Graduate

School Program and the Tutorial Board. The Academic Affairs Chairperson must act as a liaison between faculty and students in matters of academic concern.

Position: Legislative Action Committee Chairperson

The LACC oversees campus, local, and state lobbying efforts, chairs the LACC, and is responsible to the Student Association on all matters concerning the LACC. The LACC coordinates a campus voter awareness and information drive in the fall of each year. The LACC represents students' interests at the state level to the Virginia General Assembly, and serves as the official representative to the Virginia Student Association. The Chairperson works with the Student Association Senate and the City Council on investigation of campus and local matters.

Position: Student Association Treasurer

The Treasurer is appointed each spring by the newly elected Executive Cabinet and the outgoing Treasurer. The Treasurer attends all cabinet meetings and participates in discussion and debate, but does not vote. The Treasurer is responsible for the accurate bookkeeping of the Executive Cabinet. The Treasurer serves as a non-voting member of the Finance Committee. The Treasurer also handles the Emergency Student Loan Program in which a student may take out a loan not to exceed \$35.00 for three (3) weeks.

Position: Student Association Secretary

The Secretary is appointed each spring by the newly elected Executive Cabinet and the outgoing Secretary. The Secretary attends all Cabinet meetings and participates in discussion and debate, but does not vote. The Secretary is responsible for the efficient and expedient distribution of the minutes of the Executive Cabinet. He/She also serves as a non-voting member of the Finance Committee, and is also responsible for the accurate distribution of the minutes of these meetings as well.

Position: Student Association Executive Coordinator

The Executive Coordinator is appointed each spring by the newly elected Executive Cabinet and the outgoing Coordinator. The Coordinator attends all Cabinet meetings and participates in discussion and debate, but does not vote. The Executive Coordinator serves as a full-voting member on the College Programming Board. He/She also handles publicity for Student Association sponsored events and helps out in any possible way the endeavors undertaken by the other members of the Executive Cabinet. The Student Association Refrigeration Rental Program and the *Freshman Record* are the responsibility of the Coordinator.

II. LEGISLATIVE

The Legislative branch of the Student Association is the Senate. Each residence hall has at least one senator. Those halls containing more than 50 students shall be represented by one senator for each 50 students and one additional senator when an increment of 50 is exceeded by 30. The commuting students are represented by one senator for every 50 degree-seeking commuting students.

While a senator's primary responsibility is in representing his or her constituency, he or she also participates actively in one or more of the Senate committees to improve college life.

The Vice President of the Student Association presides over the Senate.

The Senate is organized into standing and temporary committees for the efficient performance of its duties. All legislative powers are vested in the Senate. A proposal which passes the Senate shall be presented to the Executive Cabinet before it is referred to the appropriate body. The proposal may be approved by the Executive Cabinet, or, if vetoed by the Executive Cabinet, shall be returned to the Senate for debate. A two-thirds vote of the entire Senate shall override the veto.

Officers and Standing Committees of the Senate

Secretary-Treasurer is responsible for the efficient and accurate distribution of the minutes of Senate meetings, and also oversees the money allocated to the Senate. Each Senate committee submits requests for funds as needed to the Secretary-Treasurer, who makes proper allotments from the Senate treasury. The payment of the Senate's bills and the administration of money collected for special projects (such as the United Way) are duties of the Secretary-Treasurer. (Note: the President of the Senate may at any time exercise the option of appointing two individuals to carry out the duties of the office outlined above).

Parliamentarian is the authority on procedure in the Senate. The Parliamentarian is neither a senator nor an alternate, and participates in meetings as an adviser on parliamentary order only.

Publicity Committee provides publicity for any event or activity of the Association and is responsible for the upkeep of all campus bulletin boards.

Rules and Procedures Committee handles all campus-wide elections, as well as smaller group elections. It also reviews, revises, and edits all rules concerning the Student Association as stated in the Constitution and the *Student Handbook*. This committee also forms subcommittees as necessary to study any proposed changes in the structure or procedure of student government. (See also *Campaign Rules*.)

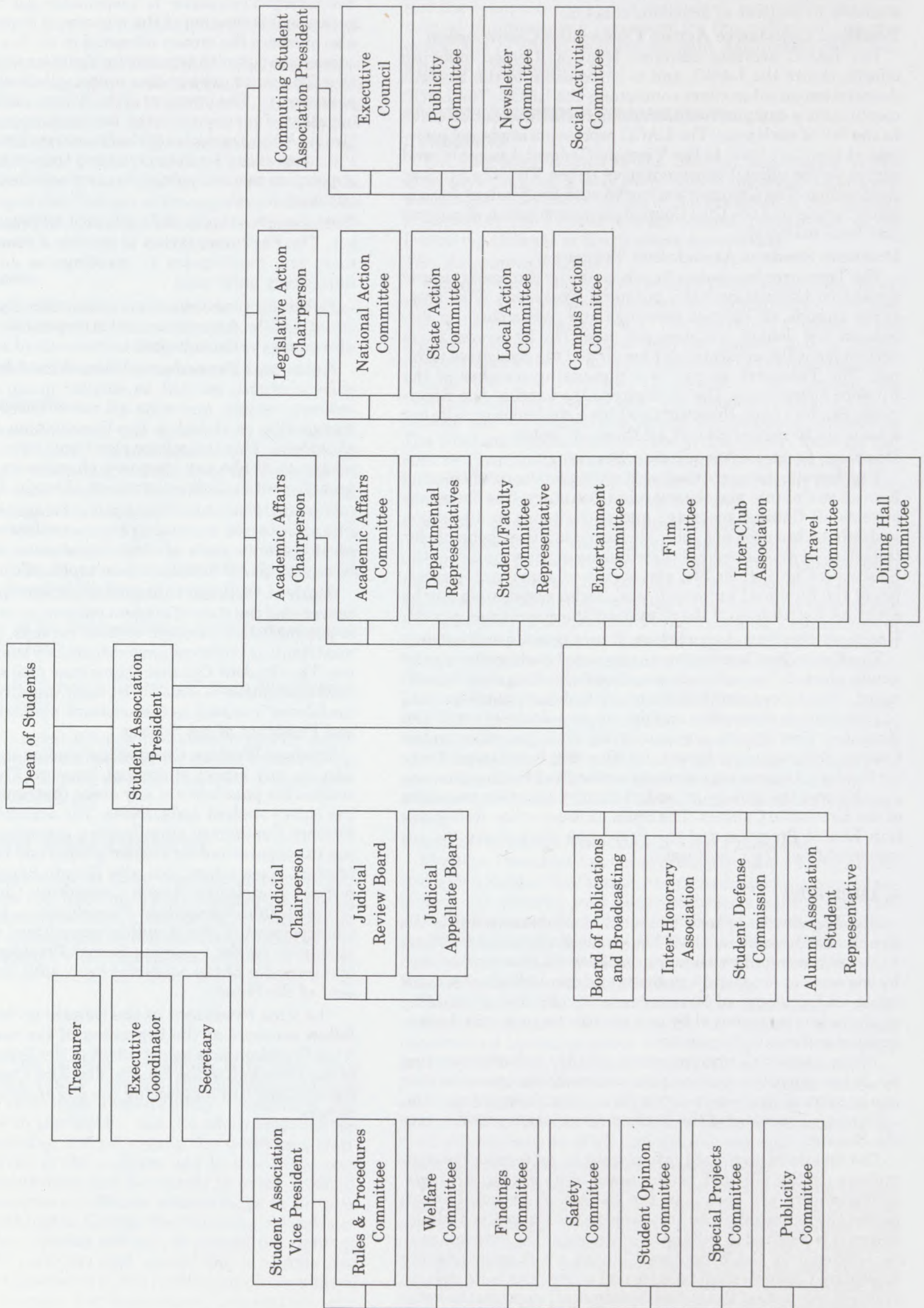
Special Projects Committee brings events of varying interests to the campus. This committee organizes special service events, such as voter registration, speakers, and informative panel discussions on topics of concern.

Student Opinion Committee gathers and organizes data concerning the state of student opinion on current issues. This is accomplished through written surveys, including the annual financial referendum conducted by the Finance Committee. The Student Opinion Committee also supervises the annual evaluation of senators by their constituents (the "vote of confidence") as well as the senators' evaluation of the officers and President of the Senate.

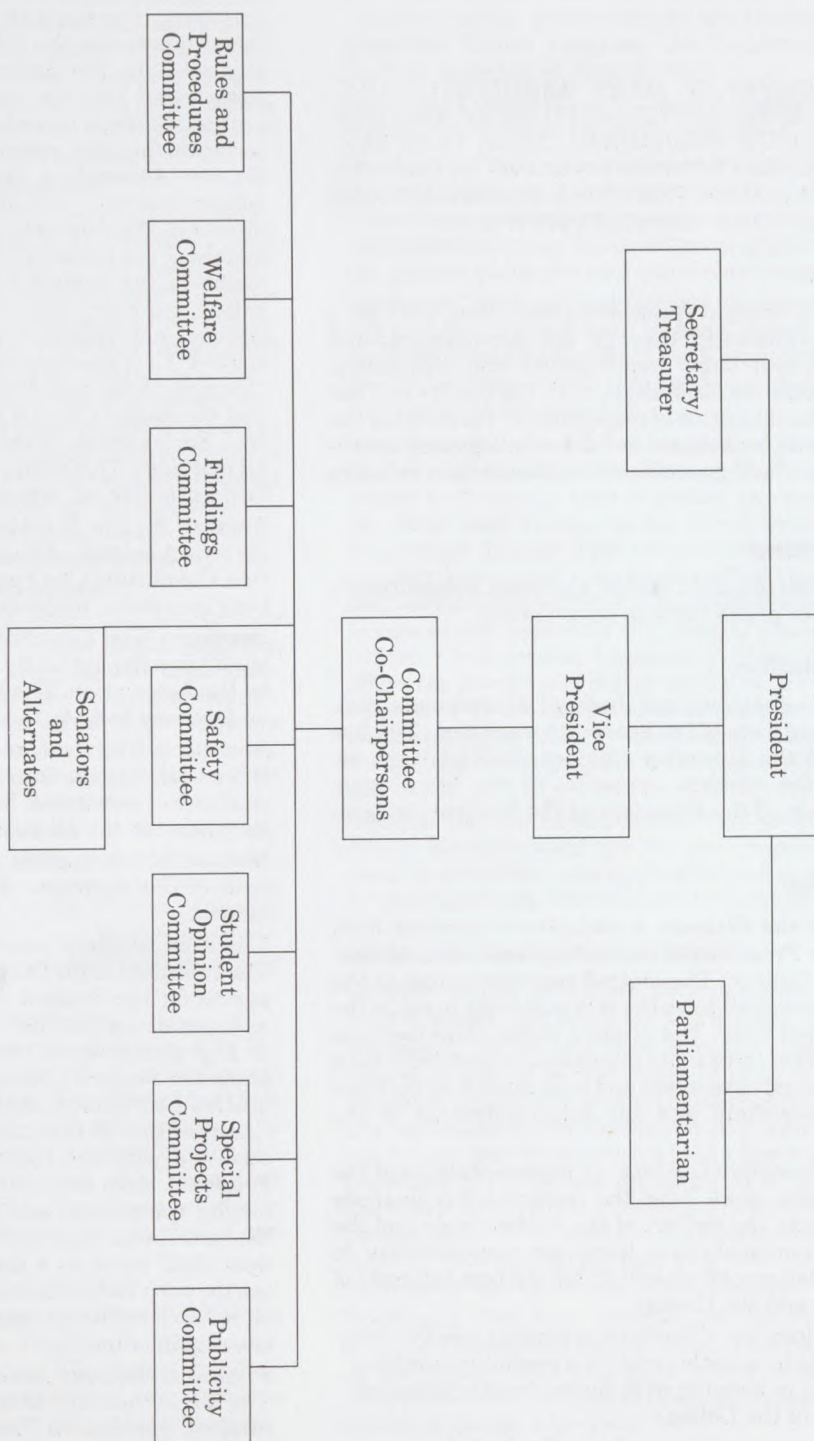
Student Welfare Committee studies and reports its findings on any aspect of student concern. The committee also studies the possibility of any event that would be of benefit to the entire student body. (Note: The activities of the Student Welfare Committee often involve consultation and/or working in conjunction with other groups and officers within the Student Association. See also Senate Special Projects Committee; Legislative Action Committee Chairperson; Legislative Action Committee Procedures — in By-Laws). The Chairpersons of the standing committees of the Senate are appointed by the incoming Senate President during the second semester of the academic year, with the advice and consent of the Senate.

The **Vice President of the Senate** is elected by his or her fellow senators at the beginning of the academic year. The Vice-President acts as president of the Senate in the absence of the President of the Senate. The Vice President also assists the President in monitoring the day-to-day operations of the Senate.

Student Association Organizational Chart



Student Association Senate Organizational Chart



Constitution Student Association Mary Washington College

Preamble:

WE, THE STUDENTS OF MARY WASHINGTON COLLEGE HAVING ESTABLISHED A STUDENT ASSOCIATION TO PROMOTE COMMUNICATION, COOPERATION, AND UNDERSTANDING AMONG STUDENTS, FACULTY, AND ADMINISTRATORS DO ORDAIN AND ESTABLISH THIS OUR CONSTITUTION.

Article I: Purpose

The purpose of the Student Association shall be to work for a better College community through the development and strengthening of individual responsibility and citizenship. The Student Association shall share with the faculty and the administration the obligation of respecting and promoting the tradition, standards, and objectives of the College and instilling the principles of self-government and democracy in every student.

Article II: Membership

Upon matriculation into the College, a student automatically becomes a member of the Student Association.

Article III: Organization

The Executive, Legislative, and Judicial departments comprise the governing body of the Student Association. The five elected officers of the Executive Cabinet shall have the responsibility for the efficient operation of the Association, under the direction of the President of the Student Association.

Article IV: Authority

The authority of the Student Association is derived from delegation by the President of the College and from the student body of the College. The elected representatives of the Student Association shall have the sole authority to act in the name of the student body. The Student Association commits itself to uphold and enforce those regulations which have been made through mutual agreement and understanding between the Student Association and the Administration of the College.

Section 1. The Executive Cabinet, as representatives of the Student Association, shall have the responsibility to study any matter affecting the welfare of the student body and the College. These representatives have the responsibility to make recommendations which will foster the best interests of the student body and the College.

Section 2. The allocation of funds from student fees for designated purposes shall be authorized by a special committees of the Association, in keeping with the authority delegated by the President of the College.

Section 3. The representatives of the Student Association shall have the authority to regulate all Student Association elections.

Article V: Ratification

Ratification of the constitution of the Association shall be decided upon by a majority of votes cast by members of the Association.

Article VI: Executive Department

Section 1. The executive power shall be vested in a deliberative body, the Executive Cabinet of the Student Association, under the direction of the President of the Student Association.

Section 2. The Executive Cabinet, a body comprised of ten members, represents the student body on all matters of joint concern between the Administration of the College and the student body. The Executive Cabinet is the highest Student Association body on campus. The ten members of the Executive Cabinet include: the President of the Student Association (elected, voting member), the Vice President of the Student Association (the President of the Senate) (elected, voting member), the Judicial Chairperson (elected, voting member), the Academic Affairs Chairperson (elected, voting member), the Legislative Action Chairperson (elected, voting member), the Student Association Secretary (appointed, non-voting member), the Student Association Treasurer (appointed, non-voting member), the Student Association Executive Coordinator (appointed, non-voting member), the Commuting Student President (elected, non-voting member), and the Honor Council President (elected, non-voting member). Each member of the Executive Cabinet has a full voice at all meetings. These officers have a term of office, which begins during the second semester of each academic year.

Section 3. The President, Vice President, Judicial Chairperson, Academic Affairs Chairperson, and Legislative Action Committee Chairperson shall be elected by the student body by a secret ballot on the basis of a majority of votes cast.

Section 4. The Executive Cabinet of the Student Association shall have the authority to regulate all activities undertaken by the Association. The Executive Cabinet shall also serve as an advisory body to the President of the College.

Section 5. The Executive Cabinet, in consultation with the Inter-Club Association, shall have the authority to recognize student organizations. Recognition from the Cabinet is necessary prior to the allocation of financial assistance.

Section 6. The specific areas of duties and responsibilities of each of the members of the Executive Cabinet shall be as follows:

Position: Student Association President

The President of the Student Association is the official spokesperson for the Student Association. The President shall call and preside over all meetings of the Executive Cabinet as well as any open student body meeting. The President shall appoint the Student Association Secretary, Treasurer and Executive Coordinator of the Executive Cabinet as well as the Chairpersons of the standing committee of the Student Association with the approval of the Executive Cabinet. The President shall nominate students to serve on any student/faculty committees and designate students to represent the Student Association at official College functions. The President shall serve as a member of the Student Finance Committee with full voice and vote. The President is also responsible for the efficient operations of the day-to-day activities of the organization.

Position: Student Association Vice President

The Vice President of the Student Association shall act as Student Association President in his/her absence. The Vice President shall serve as President of the Senate. The Senate President shall call and preside over all meetings of the Senate, voting only in a tie situation. The Vice President shall call and preside over all meetings of the Board of Senate Officers. The Vice President shall sit on the College Program Board as a voting member. The Vice President shall appoint all co-chairpersons of the standing committees of the Senate as well as a Secretary/Treasurer and a Parliamentarian. The

Vice President shall serve as a member of the Student Finance Committee with full voice and vote. The Vice President shall serve as Chairperson of the Board of Publications and Broadcasting. The Vice President is also responsible for the day-to-day operations of the Senate.

Position: Judicial Chairperson

The Judicial Chairperson shall be the official representative of the Student Association in all matters of judicial concern. The Chairperson shall preside over all Judicial Review Board hearings, in a non-voting capacity. The Chairperson is responsible for coordinating all judicial trials and for maintaining records of all judicial proceedings. The Chairperson shall appoint a Secretary and a Recorder to the Board.

Position: Academic Affairs Chairperson

The Academic Affairs Chairperson shall be the official representative of the Student Association in all matters of academic concern. The Chairperson shall attend all faculty meetings and shall be the only recognized student speaker at these meetings. The Chairperson shall call and preside over meetings of the Academic Affairs Council. The Chairperson shall appoint a Secretary to the Council. The Chairperson shall cooperate with the Advising Office in areas of academic concern, advising and registration. The Chairperson also acts as an advisor to the Inter-Honorary Association and its projects which include the Graduate School Program and the Tutorial Board. The Chairperson is responsible for coordinating the 50/50 mentor. The Chairperson must act as a liaison between faculty and students in matters of academic concern.

Position: Legislative Action Chairperson

The Legislative Action Chairperson shall call and preside over all meetings of the Legislative Action Committee. The Committee concerns itself with all lobbying efforts on legislative, political and community concerns that effect the college as a whole. The Chairperson is the official representative of the Student Association to the Virginia Student Association (VASA). The Chairperson shall appoint a Vice Chairperson and a Secretary to the committee. The Chairperson also appoints the Chairpersons of the standing subcommittees of the Committee. The Legislative Action Committee represents the Student Body interests nationally in Washington, D.C., on a state level to the Virginia General Assembly in Richmond, Virginia, on a local level to the Fredericksburg City Council and the Administration of the College.

Position: Student Association Treasurer

The Treasurer is appointed in the spring of the year by the newly elected Student Association President with the approval of the new Executive Cabinet. The Treasurer shall attend all Executive Cabinet meetings with full voice, but as a non-voting member. The Treasurer is responsible for the effective, timely and accurate bookkeeping of all monetary transactions in the Executive Cabinet. The Treasurer is also responsible for the handling the Emergency Student Loan Program.

Position: Student Association Secretary

The Secretary is appointed in the spring of the year by the newly elected Student Association President with the approval of the new Executive Cabinet. The Secretary shall attend all Executive Cabinet meetings with full voice, but as a non-voting member. The Secretary is responsible for the accurate recording of the minutes as well as the efficient and expedient distribution of the minutes of the Executive Cabinet meetings.

Position: Student Association Executive Coordinator

The Executive Coordinator is appointed in the spring of the year by the newly elected Student Association President. The Executive Coordinator shall attend all Executive Cabinet meetings with full voice, but as a non-voting member. The

Executive Coordinator is responsible for all publicity of Student Association sponsored events and helps out in any possible way the endeavors undertaken by the other members of the Executive Cabinet. The Executive Coordinator serves as a member of the College Program Board with full voice and vote. The Executive Coordinator shall work with the Senate Publicity Committee whenever necessary. The Executive Coordinator is also responsible for the Student Association Refrigerator Rental Program, the Freshman Record and the Student Association Newsletter.

Position: Commuting Student Association President

See the Commuting Student Association Constitution

Section 7. The Executive Cabinet shall during the summer formulate, organize and clearly state in writing the Student Association goals, policies and procedures for the upcoming administrative year. It should be complete by the beginning of the year to guide the new administration.

Section 8. The Executive Cabinet shall meet once a week on a day and time agreed upon by the Cabinet. Attendance of all Executive Cabinet members shall be mandatory. Any excuses should be cleared with the President of the Student Association prior to the meeting.

Section 9. In case of the removal of the President of the Student Association from office or his/her resignation or inability to discharge his/her duties, the powers and duties of the office shall devolve to the Vice-President of the Student Association. In case of the removal of the Vice President of the Student Association from his/her office, the powers and duties shall devolve temporarily to the Vice-President of the Senate. In case of the removal of the Judicial Chairperson, Academic Affairs Chairperson, Legislative Action Chairperson from office, the powers and duties shall devolve temporarily to the respective Vice-Chairpersons. A campus wide election shall immediately be held by the Senate Rules and Procedures Committee for the purpose of electing successors to the vacant offices.

Section 10. The rules contained in Roberts Rules of Order Newly Revised, shall govern the Executive Cabinet in all cases to which they are applicable and in which they are not inconsistent with the Student Association Constitution.

Article VII: Legislative Department

Section 1. All legislative powers herein granted shall be vested in one legislative body, a student Senate.

Section 2. The Senate shall have the responsibility to legislate with regard to all issues of student concern. It shall require a majority of the membership of the Senate to approve any legislation before the Senate. Any legislation approved by the Senate shall be presented to the Executive Cabinet by the President of the Senate for approval or veto. The Executive Cabinet shall approve or veto any legislation enacted by the Senate within two weeks of its enactment. The Senate may only by the vote of at least two thirds of its membership override a veto of the Executive Cabinet.

Section 3. The Vice President of the Student Association shall be President of the Senate and the official spokesperson of the Senate. The President of the Senate shall call and preside over all meetings of the Senate and shall have no vote, except to decide a tie vote.

Section 4. The President of the Senate shall call and preside over all meetings of the Board of Senate Officers. The Board shall consist of the Secretary/Treasurer, Parliamentarian, Vice President of the Senate and the Co-chairpersons of the seven standing committees of the Senate, as well as ad-hoc committee chairpersons that may be added throughout the year. The specific areas of duties and responsibilities of each of

the members of the Board of Senate Officers shall be as follows:

Position: Vice President of the Senate

The Vice President of the Senate shall assume the powers and duties of President of the Senate in his/her absence. The Vice President shall attend all Board meetings and have full voice and vote. The Vice President must be a Senator and shall be elected by his/her fellow Senators during the third meeting of the Senate in the Fall and hold no other office. The Vice President shall be responsible for supervising the attendance of the Senators and for insuring that each of the residence halls, small houses, and commuting students are represented by the required number of Senators. The Vice President shall work with the Special Projects Committee on special occasion events and Publicity Committee on special events as well as help out in any possible way the endeavors undertaken by other members of the Board of Senate Officers.

Position: Secretary/Treasurer

The Secretary/Treasurer shall attend all meetings of the Board of Senate Officers and serve as a member with full voice, but non-voting. The Secretary/Treasurer is responsible for the accurate recording of the minutes as well as the efficient, expedient distribution of the minutes of the meetings of the Board of Senate Officers. The Secretary/Treasurer is also responsible for the effective, timely, and accurate recording of all monetary transactions of the Board of Senate Officers, as well as the Senate itself. (NOTE: The President of the Senate may at any time, exercise the option of appointing two individuals to carry the duties of the office outlined.)

Position: Parliamentarian

The Parliamentarian shall attend all meetings of the Board of Senate Officers and serve as a member with full voice, but non-voting. The Parliamentarian is the authority on Parliamentary procedure in the Senate. The Parliamentarian not only acts as an advisor to the President of the Senate, but also as an advisor to the Rules and Procedures Committee whenever necessary.

Committee: Rules and Procedures

The co-chairpersons of the Rules and Procedures Committee are responsible for handling or advising all campus-wide elections, as well as smaller group elections. The Committee works with the Legislative Action Committee whenever necessary. The Committee is the official interpreter of the Student Association Constitution. The Committee reviews, revises, and edits all Rules and Procedures concerning the Student Association Constitution. The Committee is also responsible for the Campaign Rules and is the official supervisor of the election, the results and any disputes that may arise.

Committee: Publicity

The co-chairpersons of the Publicity Committee are responsible for all publicity of the Board of Senate Officers, as well as all the Committees of the Board of Senate Officers. The Committee also is responsible for any publicity of the Student Association as a whole. The Committee works with the Executive Coordinator and College Programming Board whenever necessary for any publicity. The Committee is responsible for the efficient and timely updating of all campus bulletin boards, including the Ride Board.

Committee: Student Opinion

The co-chairpersons of the Student Opinion Committee are responsible for gathering information, formulating, distributing, retrieving all campus-wide polls and spot polls, in order to survey the student body's opinion on various issues. The Committee works closely with the Senators themselves and the distribution and the retrieving process. The Com-

mittee also conducts the annual evaluation of the Senators by their constituents as well as the evaluation of the Board of Senate Officers and the President of the Senate ("VOTE OF CONFIDENCE").

Committee: Special Projects

The co-chairpersons of the Special Projects Committee are responsible for bringing events of varying interest to the student body. The committee organizes special events for the holiday season and throughout the year. The committee organizes special parties, dinners, and functions of the Senate and Student Association. The committee works with the Vice President of the Senate in relation to these functions whenever appropriate. The committee works with the community through service, and special projects, organizations, and the committee as a whole is the Student Association representative to the community.

Committee: Student Welfare

The co-chairpersons of the Student Welfare Committee are responsible for handling in a timely fashion any concern brought to their attention dealing with the welfare of the students. The Committee handles a wide variety of problems that any of the students may encounter. The Committee is composed of one student representative from each dorm, one student representative from the small houses, and four commuting student representatives as well as any other interested students. These representatives may be Senators or students. The committee works with the administration and staff to solve these problems.

Committee: Findings Committee

The co-chairpersons of findings committee are responsible for studying and investigating any aspect of student concern and matters that require special attention. The Committee handles student welfare problems that need to be investigated and may take time to solve. The committee works with the administration and staff to solve these problems. The committee may also work with any of the other committees on the Board whenever needed. The Committee, of course, works closely with the welfare committee.

Committee: Safety Committee

The co-chairpersons of the safety committee are responsible for monitoring and handling any safety related problems that the students encounter. The safety committee shall be responsible for handling lighting, water problems, drainage, walkway safety, and various other hazards. The Dean of Students shall serve in an advisory capacity on the safety committee. The campus fire marshall shall also serve as a member on this committee. The committee shall be responsible for handling the escort service in cooperation with the Assistant Dean of Student Activities. The committee shall work with the administration and staff to solve safety related issues.

Section 5. Membership of a committee of the Senate may consist of Senators as well as any other interested students, all of whom shall be entitled to have full voice and vote within the committee. Each Senator must belong to at least one Senate committee.

Section 6. The Senate may form at anytime ad-hoc committees to augment the activities of the standing committee(s) or to study and investigate a specific problem area that requires special attention. The Senate shall not abridge the right of students to form ad-hoc committees which do not fall under the direct jurisdiction of the Senate. The Senate may place regulatory conditions only on the expenditures of Senate funds granted to these committees. Ad-hoc committees shall be defined as impermanent committees, whose chairperson(s) is a member of the Board of Senate Officers with all conditions applying. The committee shall clearly state its purpose and its goals which are to be submitted to the Board and the Senate

body. The ad-hoc committee shall be dissolved whenever its purpose is fulfilled.

Section 7. The Vice President of the Senate shall be elected from the Senate body during the third meeting of the Senate each fall. The Vice President shall be an officer of the Board of Senate Officers.

Section 8. The members of the Board of Senate Officers are required to attend all Board meetings as well as all Senate meetings. Any absences should be excused by the President of the Senate before the meeting occurs. In the event that an officer accrues two unexcused absences, the said officer shall be required to meet with the President of the Senate.

Section 9. If neither the President nor the Vice President of the Senate are present during a Senate meeting for any reason, the Chairperson of the Rules and Procedure Committee shall preside. While serving in this capacity, the Rules and Procedures Committee Chairperson shall have administrative authority over the Senate meeting only, and shall not be allowed a tie-breaking vote.

Section 10. A senator shall meet the requirements of being in good academic standing and attending a mandatory Senate workshop. Each residence hall shall have at least one senator not withstanding the number of residents in said residence hall. Each residence hall containing more than fifty students shall be represented by one Senator from each district of fifty students and one additional Senator when an increment of fifty is exceeded by thirty students. The Vice President of the Commuting Student Association shall appoint all the required commuting senators. There shall be one commuting senator for every fifty commuting students (excluding non-degree seeking students) and one additional Senator when an increment of fifty is exceeded by thirty students. The Vice President of the Commuting Student Association shall also appoint one-third the number of commuting Senators required as alternates. Each residence hall shall elect one alternate. The alternates shall fill in for any of the Senators from their respective residence halls and shall be held to the same conditions and duties as the Senators. The Senators and their alternates shall be elected during the third Monday of the fall semester each year. Each Senator shall be elected for a term of one academic year. The Residence Director/Head Residence shall be responsible for handling the elections of the residential Senators under the supervision and guidance of the Rules and Procedures Committee which shall also determine the exact number of Senators per residence hall and commuting students according to the above guidelines.

Section 11: The Duties of the Senators and their alternates are to attend all Senate meetings. Excuses for absences should be cleared by the President of the Senate prior to the Senate meetings. After a Senator accrues two absences, he/she shall be required to meet with the Vice President of the Senate as well as receive a letter of warning. After accruing three unexcused absences per academic Semester a Senator shall be removed from the Senate. In this event another election shall be held for a successor. Senators shall attend all committee meetings. Any excuses should be cleared by the co-chairpersons of the committee prior to the meeting. After accruing two absences from these meetings, the Senator shall meet with the co-chairpersons of that committee and it shall be counted as one absence in the Senate. Excessive absences of any kind or excessive alternate fill-ins shall require a meeting as determined by the Vice President of the Senate. The Senators shall represent their constituent's viewpoints to the very best of their abilities. The senators shall establish and monitor a suggestion box in each residence hall and the commuting senators shall likewise establish a box for commuters. The senators are also required to attend all hall council meetings. The senators shall post all senate minutes in the residence

hall and the commuting senators shall post the minutes for commuters. They should maintain active contact with their constituents and be aware of issues to cast informative votes in Senate. This rule shall not apply in cases where an alternate senator or authorized voting substitute representative is present in the senators place, or in cases where legitimate extenuating circumstances exist. Apart from the responsibilities stated above, senators and alternates should make every effort to acquire a good working knowledge of Senate procedure. While it is not a requirement that a senator or alternate participate in debate, they are encouraged to do so, to give the broadest possible scope to discussions in the Senate. Alternates should be as informed and interested in the activities of the Senate as the senators they represent. The duties and rights accorded to senators within the Senate apply also to alternates when they are serving in a voting capacity.

Section 12. The Senate shall meet every week on a day and time agreed upon by the Senate. No member of the student body or College community shall be excluded from any regular meeting of the Senate and is entitled to a full voice in Senate. No Senate meeting shall take place if a quorum (defined as one-half plus one of the Senate's voting membership) is not present. If a quorum is not present at roll call, the President of the Senate may, with the consent of the members present, conduct an informal meeting. Announcements, committee reports, and general discussion may take place, but no motions can be voted on. Minutes may be taken and distributed at the discretion of the President of the Senate.

Section 13. In order for the Senate to measure communications with the Executive Cabinet, there will be two special meetings between the Senate and the Executive Cabinet; the first by the end of the first semester and the second to be held during the second semester within a month before spring elections. Meetings of this kind may be requested by either the Executive Cabinet or the Senate throughout the year.

Section 14. The rules contained in Robert's Rules of Order Newly Revised shall govern the Senate in all cases in which they are applicable and in which they are not inconsistent with the Student Association Constitution.

Article VIII: Judicial Department

Section 1. All judicial powers herein granted shall be vested in the Judicial Court, the Judicial Review Board, and the Judicial Chairperson.

Section 2. In all judicial matters under consideration by student review boards, students shall have the right to due process.

Section 3. An open hearing shall be held at the request of the accused. As many people as can safely sit in the area in which the hearing is to be held may attend the hearing at the request of the accused.

Section 4. The Campus Judicial Chairman shall preside over the Judicial Review Board, which shall be composed of twelve representatives, three from each of the four classes. The representatives of the sophomore, junior, and senior classes shall be elected in the second semester of the academic year. The representatives of the freshman class shall be elected in the first semester of the academic year.

Section 5. Members of the Judicial Review Board shall serve until the next installation of officers in the second semester of the academic year.

Section 6. As a matter of right any student brought before the Judicial Review Board may appeal a decision of the body to the Judicial Appellate Board which conducts a plenary hearing on all such student appeals.

Section 7. The Judicial Appellate Board shall be composed of the Campus Judicial Chairperson (presiding) and three Judicial Representatives who have not heard the case, all with equal voice and vote. The Campus Judicial Chairperson will chair the Board and will be a voting member.

Article IX: Recall

Section 1. Any student official may be recalled by his/her constituency if he/she has failed to perform satisfactorily the duties of, or uphold the standards of, the office.

Section 2. The following recall procedure shall be utilized unless it is contradictory to the means of recall as set forth in the constitution of the particular group considering the question.

Section 3. Upon petition of twenty percent of the electorate for said office, the question of recall shall be considered. Two-thirds of the electorate must vote in favor of recall in order for the motion to be carried and a student official to be recalled by his/her constituency.

Article X: Repeal and Referendum

Section 1. The student body has the right to call for a referendum on any issue within its jurisdiction and to repeal any piece of legislation which has been passed by the Senate.

Section 2. A petition of 10 percent of the student body shall call for the question.

Section 3. A majority of the electorate is required to repeal legislation.

Article XI: General Provisions

Section 1. Eligibility for any office within the Student Association shall be dependent upon a 2.2 cumulative grade point average to run for office and the achievement of at least a 2.0 semester average for each semester while in office, a good social standing, and a full-time student status throughout the tenure of office. Any appointed offices within the Student Association shall be of good academic standing (2.0).

Section 2. The oath of office for all elected representatives of the Association shall be as follows:

I do hereby solemnly promise to support and maintain the Constitution of the Student Association of Mary Washington College, and I pledge my best efforts to the efficient performance of the duties of _____ of this Association to which I have been elected.

Article XII: Bill of Rights

The following rights shall be the standards by which the Student Association shall formulate and conduct its policies.

Section 1. The Executive Cabinet, Board of Senate Officers, and the Senate of the Student Association shall take no administrative action or enact any legislation which abridges the rights of students to freedom of inquiry, of religion, of speech, of press, of peaceful assemblage or association, and of petition to the Student Association for a redress of grievances. The rights of students shall not be denied or abridged on account of race, color, religion, physical disability, national origin, political affiliation, marital status, sex, sexual orientation, or age.

Section 2. The right of students to be secure in their persons, houses or living quarters, papers, and effects against unreasonable searches and seizures shall not be violated by any student.

Section 3. No student in any student judicial case shall be compelled to be a witness against himself or herself, nor shall he or she be deprived of liberty, social, or student status

without due process. No disciplinary sanctions shall be imposed by the student judiciary on any student without notice to the accused of the nature and cause of the charges and a fair hearing, which shall include confrontation of witnesses against him or her. The accused shall have the right to a speedy and public trial, to have ample time to obtain witnesses in his or her behalf, and to have the assistance of counsel for his or her defense.

Section 4. Clubs may be established for any legal purpose consistent with the policy of the College. Any such organization shall not be denied membership into ICA, should it desire it, without justifiable reason.

Section 5. The student media is to be free of censorship. Student media editors and managers shall not be arbitrarily suspended by the Student Association because of disapproval of editorial policy or content registered by members of the student body, faculty, administration, alumni, or community. This freedom entails a corollary obligation under the canons of responsible journalism and applicable regulations of the FCC.

Article XIII: Amendments

An amendment to this constitution may be proposed by the Executive Cabinet, Board of Senate Officers, by a Senator through a motion in the Senate, or upon petition of ten percent of the student body to the Senate. The amendment shall then be handled by the Senate Rules and Procedures Committee. The Committee shall be responsible for posting the proposed amendment in each of the residence halls, making it available to the commuting students, and for publishing it in at least one issue of the campus-wide newspaper. Afterwards the amendment shall be voted upon in the Senate. If passed by two-thirds of the Senate, the amendment shall become effective only if passed by a majority of those members voting at the next campus-wide election.

THE BY-LAWS OF THE STUDENT ASSOCIATION

The By-Laws of the Student Association shall be a supplement to the Student Association Constitution.

Section 1. Academic Affairs Council Procedures

- I. The Academic Affairs Council shall be chaired by the Academic Affairs Chairperson. A Vice Chairperson of the Academic Affairs Council is elected by his or her fellow council members at the beginning of the academic year. The Vice Chairperson assists the Chairperson in monitoring the day-to-day operations of the Academic Affairs Council.
- II. Voting membership shall include all department representatives and student members of student/faculty committees. Other members include all other interested students.
- III. Four students from the Academic Affairs Council shall be elected to attend Faculty meetings with the Academic Affairs Chairperson. The election of these four students will take place at the first Academic Affairs Council meeting in the fall.
- IV. During the second semester, an ad-hoc committee of the Academic Affairs Council will study applications, conduct interviews and make recommendations to the Student Association President for students interested in serving on a student/faculty committee. The Chairperson shall be responsible for coordinating the 50/50 mentor program for each Academic year as well as organizing "Advice to New Students Night."
- V. All members of the Academic Affairs Council shall attend all meetings of the Council. Excuses for ab-

sences should be cleared by the Chairperson prior to the meetings.

- VI. The Academic Affairs Chairperson shall be responsible for bringing important issues to the attention of the Student Association Executive Cabinet. The Cabinet may veto any action of the Council.
- VII. The Academic Affairs Chairperson shall appoint a Secretary, who shall be responsible for recording all minutes for all Council meetings. The Chairperson shall also appoint a Publicity Coordinator, who shall be responsible for any publicity needed for the Council. Both of these positions shall be voting members of the Council.
- VIII. The rules contained in Roberts' Rules of Order Newly Revised shall govern all meetings of the Academic Affairs Council in all cases in which they are applicable and in which they are not inconsistent with the Student Association Constitution.

Section 2. Legislative Action Committee Procedures

- I. The Legislative Action Committee shall represent the Student Association in all campus, local, state, and national organizations. The committee concerns itself with all lobbying efforts on legislation, political, and community concerns that affect the College as a whole. The Committee shall work to represent the views and interests of the student body on any issue of concern.
- II. The Legislative Action Committee shall have an Executive Board. The Board members shall be the Legislative Action Chairperson, the Vice Chairperson, the Chairperson of the Campus Sub-Committee, the Chairperson of the Local Sub-Committee, the Chairperson of the State Sub-Committee, and the Chairperson of the National Sub-Committee. Each member shall have full voice and vote. The Secretary shall be a member of the Board with full voice but in a non-voting capacity. Any other interested students may attend the Board meetings with full voice.
- III. The Legislative Action Chairperson shall appoint the Vice Chairperson, the Secretary, and the Chairpersons of the Campus, Local, State, and National Sub-Committees, with the concurrence of the incoming Student Association President.
- IV. The Vice Chairperson shall serve as Chairperson in his/her absence. The Vice Chairperson shall be responsible for working with the Sub-Committee Chairpersons. The Vice Chairperson shall also assist in the day-to-day operations of the Committee and in any other areas designated by the Chairperson.
- V. The Chairperson of the National Sub-Committee shall be responsible with the Sub-Committee for handling all issues of concern on a national level. The Chairperson of the State Sub-Committee shall handle all issues of concern on a state level. The Chairperson of the Local Sub-Committee shall handle all issues of concern on a local level. The Chairperson of the Campus Committee shall handle all issues of concern on a campus level, working in cooperation with the Vice Chairperson and report directly to the chairperson.
- VI. Any member of Legislative Action Committee may be removed by the Chairperson with the concurrence of the Student Association. The Student Association Executive Cabinet may veto any action of the Legislative Action Committee.
- VII. The rules contained in Roberts' Rules of Order Newly Revised shall govern all meetings of the Legislative Action Committee in all cases in which they are applicable and in which they are not inconsistent with the Student Association Constitution.

Section 3. Commuting Student Association Procedures

See Commuting Student Association Constitution

Section 4. Campaign Procedures

I. QUALIFICATIONS:

- 1. All candidates must have a *2.2 CUMULATIVE GRADE POINT AVERAGE* to run for an office.
- 2. a. All candidates are required to attend one mandatory workshop. If it is not feasible for a candidate to attend, he/she must get in touch with the Chairperson of the Senate Rules and Procedures Committee no later than twenty-four (24) hours before nominations.
- b. Nomination by petition may be accomplished if a student submits a petition in support of his or her nomination, which has been signed by ten percent (10%) of the student body, to the Rules and Procedures Committee Chairperson within 24 hours of the closing of nominations.

II. REGULATIONS:

- 1. a. A limit of \$50 is hereby established on campaign expenditures and donations. All materials used in publicizing the campaign are subject to "Fair Market Value System." Campaign donations are only to be made by members of the Mary Washington College Community.
- b. All candidates must submit their campaign expenditures including receipts and list of donations to the Chairperson of the Rules and Procedures Committee within 24 hours after the final election. The list of donations should include name of donor, amount and date of donation. The list of purchases should include store where purchased, amount and date of purchase.
- 2. a. There is a 30 piece limit on material that can be posted on campus or in buildings (this includes posters or any other posted material).
- b. Fliers on Seacobeck tables must be limited to one flier per table and are not counted as part of the 30 piece limit.
- c. All campaign material attached to fronts of buildings must be of oil-cloth or other suitable fabrics and must be strung or wired to the building. **NO CAMPAIGN MATERIAL MAY BE ATTACHED TO OR STRUNG FROM TREES OR LAMP POSTS.** No campaign material is allowed in or on academic buildings, Seacobeck building (with exception of fliers) or post office area.
- 3. The Bullet may be used as campaign material with the ad being placed at your own expense.
- 4. Campaigning over the public address systems of the College is not permitted (i.e.: electronic message board in campus center, residence halls PA system, mass mailings, etc.).
- 5. Buttons may be unlimited in number and **MUST** be worn on the person.
- 6. Each candidate is required to submit a one-page typewritten qualification platform sheet to the Rules and Procedures Chairperson. It will be copied and distributed for posting in the Campus Center, polling places and residence halls.
- 7. No candidate may use endorsements in their campaign from the Student Association Officers presently in office. Any candidate running for the office Legislative Action Chairperson cannot use endorsements by local, state, or national politicians or by a specific party because of the nature of the office.

III. RESTRICTIONS:

1. NO ONE IS ALLOWED TO RESERVE BANNER SPACES. No one is allowed to drop a banner until the nomination period for all offices has been closed.
2. Loitering or campaigning, on the day of preliminary and final voting, is not allowed within the Campus Center where voting is taking place. All campaign material in this area must be removed before final voting begins.
3. Any deliberate attempt by the candidate or his/her supporters to disqualify another candidate will result in the disqualification of the first mentioned candidate.
4. All campaign material, for all candidates must be taken down 48 hours after the final election announcements. There will be a \$5 fine per day for all material not taken down within this period. Any candidate whose fine exceeds \$15 shall be required to appear before the Rules and Procedures Committee. If the offender is the new office holder, it shall be the committee's responsibility to decide if disqualification is in order. This decision shall then be presented to the Senate for approval.

IV. SPECIAL NOTES:

1. If any election is to be contested, a formal written complaint must be made to the Chairperson of the Rules and Procedures Committee within 24 hours after the election results are announced. A decision shall be rendered by the Rules and Procedures Committee within 48 hours after the complaint has been filed.
2. Noncompliance with any of the above rules will result in the disqualification as determined by the Rules and Procedures Committee. The decision will be presented to the Senate for approval. Any appeal will be brought before the Board of Senate Officers.
3. Exceptions to any of the above rules for any election must be approved by the Rules and Procedures Committee.

Section 5. Student Association Standing Committees ENTERTAINMENT COMMITTEE

The Entertainment Committees' principle function will be to bring popular concerts, comedy acts, dances, and other forms of entertainment to the campus to benefit the social life of the College and the community. The Chairperson of the Entertainment Committee is appointed by the Student Association President in the spring. The term of the office shall be for one academic year. The Chairperson shall work in cooperation with the Assistant Dean of Student Activities whenever possible. The Chairperson shall appoint a Vice Chairperson and a Secretary/Treasurer from the committee members. The Committee shall be composed of four (4) representatives from each class. These representatives shall be elected through the Senate in the fall semester. The Committee may form Sub-Committees if necessary to carry out its purpose. This committee shall receive funding from the Student Finance Committee.

FILM COMMITTEE

The Film Committees' principle function will be to bring a wide variety of films to campus to benefit the social life of the College and the community. The Chairperson shall be appointed by the Student Association President in the spring. The term of the office shall be for one academic year. The committee shall be composed of four (4) representatives from each class, elected through the Senate in the fall of the year. The Chairperson shall appoint a Vice Chairperson and a Secretary/Treasurer from the Committee. The Vice Chair-

person shall serve as Chairperson in his/her absence, help with day-to-day operations, and work with the Assistant Dean of Student Activities whenever appropriate. The Secretary/Treasurer shall be responsible for the efficient recording and distribution of the minutes and the bookkeeping of the committee. The Committee may form sub-committees if necessary to carry out its purposes. This committee will receive funding from the Finance Committee.

TRAVEL COMMITTEE

The Travel Committees' principle function will be to plan, organize, arrange, and carry out various campus-wide trips. The Chairperson shall be appointed by the Student Association President in the spring. The term of the office shall be for one academic year. The Committee shall be composed of two (2) representatives from each class, elected through the Senate in the fall of the year. The Chairperson shall work with the Student Association to carry out its purposes. This committee shall receive funding from the Finance Committee.

STUDENT DEFENSE COMMISSION

The Student Defense Commissions' purpose is to insure due process, as well as fair and efficient discipline at Mary Washington College. The Commission provides appropriate counsel, referral, and advice to the student body. Each student of Mary Washington College is entitled to full defense in the event that he/she is charged with a violation(s) of any of the following: Honor Code, Judicial, College regulations and rules, and Student Association regulations and rules. The Executive Commissioner shall be appointed by the Student Association President in the spring. The term of the office shall be for one academic year. The Executive Commissioner shall appoint a Vice Commissioner, who shall assist the Executive Commissioner whenever necessary. The Executive Commissioner shall appoint a Secretary/Treasurer. The Executive Commissioner shall also appoint all Student Defenders to the Commission. The Executive Commissioner shall work in cooperation with the Honor Council President in carrying out its purposes. This Commission shall receive funding from the Finance Committee.

BOARD OF PUBLICATIONS AND BROADCASTING (BPB)

The Board of Publications and Broadcastings' function is to coordinate, organize, and unite the various media on campus. The Board shall also serve to facilitate student involvement within their respective media, thereby more effectively representing the views, interests, and concerns of the student body. The Chairperson of this Board shall be the Vice President of the Student Association. The term of office shall be for one academic year. The Board shall be composed of the Editor of the Bulletin, Editor of The Battlefield, Editor of the Polemic, Editor of the Aubade, and the Station Manager of the WMWC Radio Station. The Board shall meet to discuss problems and concerns of the members of the Board. The Board shall work in cooperation with various organizations to carry out its purposes.

INTER-CLUB ASSOCIATION (ICA)

The purpose of the Inter-Club Association is to coordinate an overall program of organizational activities for all members of the Association. The Association shall act as an agency for discussion of problems or concerns between its members. The Association shall assist in the development of new organizations to meet the student body's needs, to officially recognize new clubs. The Chairperson shall be appointed by the Student Association President in the spring of the year. The term of office will be for one academic year. The Association shall be composed of one delegate from each of the recognized clubs, at the meetings held each month during the academic year. The Chairperson shall appoint a Vice Chairperson, to assist the Chairperson in the day-to-day operations of the Association. The Chairperson shall also appoint a Secretary/Treasurer, who shall record and distribute the minutes of all

meetings and bookkeeping, as well as, assisting the Chairperson whenever necessary. The Association shall work in cooperation with all organizations to carry out its purposes.

INTER-HONORARY ASSOCIATION (IHA)

The purpose of the Inter-Honorary Association is to promote scholarship, coordinate activities among honor societies and honoraries, assist in the promotion of these activities and to recognize new honor societies and honoraries. The Association shall coordinate between the honor societies and honoraries, facilitating the purpose of undertaking various projects of academic interest to the college. The Academic Affairs Chairperson shall call and preside over the first meeting of the fall semester, to elect the Chairperson, Vice Chairperson and Secretary/Treasurer of the Association. The term of office shall be for one academic year. The Association shall be composed of the Presidents of all of the recognized honor societies on campus, the Student Association Academic Affairs Chairperson and the Associate Dean for Academic Services. The Association shall meet each month during the academic year. The Association shall provide in cooperation with the Academic Affairs Council students for the Tutorial Board. The Association shall undertake various projects of academic interest to the College and the community.

ALUMNI ASSOCIATION STUDENT REPRESENTATIVE

The purpose of the Alumni Association Student Representative is to serve as the Student Association Executive Cabinets' representative to the Alumni Association. The Student Representative shall be the immediate liaison between the Student Association President and the Alumni Association. The Student Representative shall be appointed by the Student Association President in the spring of the year. The term of office shall be for one academic year. The Student Representative shall be a member of the Alumni Association Board of Directors, with full voice and vote. The Student Representative shall be responsible for informing the Alumni Association of current events within the Student Association, as well as informing the Executive Cabinet of current events of the Alumni Association. The Alumni Association and the Student Association shall cooperate in organizing Fall Homecoming, Reunion, and various other special events throughout the year.

Section 6. Student Association Services

EMERGENCY STUDENT LOAN PROGRAM

The Emergency Student Loan Program is administered by the Student Association Treasurer for the use by the Mary Washington College students who need small amounts of money for books, bills, or other situations. The loan shall not exceed thirty-five (\$35) dollars and **MUST** be repaid within one month from the time the loan was made to the student.

REFRIGERATOR RENTAL PROGRAM

The Refrigerator Rental Program is administered by the Student Association Executive Coordinator for the use of Mary Washington College administration, faculty and students in need of a refrigerator. A security deposit and fee are both required for the academic year.

ESCORT SERVICE

The purpose of the Escort Service shall be to provide safe transportation to all students after dark to destinations within a reasonable distance from the campus as well as around the campus in general. The Escort Service is a service that is provided by the Senate Safety Committee and is operated by students. The Service shall operate each day of the week during the academic year, from 8:00 pm to 2:00 am. After 2:00 a.m. the students are advised to contact the Office of College Police for safe transportation.

STUDENT RIDE BOARD

The purpose of the Student Ride Board is to bring together those students in need of a ride and those students willing to provide rides. The purpose of the Board is to alleviate trans-

portation problems students may encounter when leaving and returning to College on breaks during the academic year. The Board shall be maintained by the Senate Publicity Committee. The Board is located in the Campus Center.

TUTORIAL BOARD

The purpose of the Tutorial Board is to provide a listing of those students who are qualified to tutor in various academic subject areas. The Board is maintained by the Inter-Honorary Association in cooperation with the Academic Affairs Chairperson.

Section 7. Other Committees Related to the Student Association

STUDENT FINANCE COMMITTEE

The purpose of the Finance Committee is to allocate a portion of the funds received from the comprehensive fee. Allocations may only be made to recognized student organizations and committees that are open to all interested full-time undergraduate students that are beneficial to the College and the community. These bodies may not be politically or religiously affiliated. The Committee will also be responsible for reviewing on a regular basis the financial status of the bodies that it has given funding. The Committee shall consist of the Chairperson, Secretary/Treasurer (non-voting capacity), three Student Senators, three non-Senator students, the Student Association Vice President, the Student Association President. Additional members acting as advisers are the Assistant Dean of Student Activities and the Vice President for Business and Finance for the College. The Student Senators, non-Senator students, and the Secretary/Treasurer shall be elected in the Senate. The Chairperson shall be nominated and elected by the Finance Committee in the spring of the year. The Finance Committee shall conduct annual budget hearings in the spring of each year for the purpose of funding for the following year.

COLLEGE PROGRAM BOARD (CPB)

The purpose of the College Program Board is to coordinate the various organizations, committees, and clubs in an effort to schedule campus wide social, entertainment, and cultural events throughout the academic year. The Board shall produce a monthly calendar which includes all events scheduled for that particular month and in cooperation with the Master Calendar through the Assistant Dean of Student Activities. The Board shall have four officers: Chairperson, Vice Chairperson, Secretary/Fiscal Coordinator and Publicity Coordinator each with equal voice and vote. The Board membership shall be composed of the following: the Student Association Vice President, Student Association Executive Coordinator, Inter-Club Association Chairperson, Vice President of Class Council, President of Association of Residence Halls, Student Association Entertainment Committee Chairperson, Student Association Film Committee Chairperson, Pub Manager, Great Hall Manager, President of the Commuting Students Association and the Assistant Dean of Student Activities, who serves as an advisor to the Board. The Board shall cooperate with all the appropriate organizations to carry out its purposes. The Board shall receive funding from the Finance Committee and its membership organizations.

ASSOCIATION OF RESIDENCE HALLS (ARH)

The purpose of the Association of Residence Halls is to establish relations, resolve problems, and provide support as well as information between each of the residence halls. The Association shall sponsor social and educational events that are beneficial to the College and the community. The Association shall elect a President, Vice President, and Secretary/Treasurer in the spring of the year. The term of office shall be for one academic year. The Association membership shall consist of each of the Presidents of the residence halls on campus. The Association shall work in cooperation with all other organizations to carry out its purposes.

Constitution Class Council Mary Washington College

Article I: Purpose

Class Council is the coordinating body of all class activities. It is a non-profit organization with no connection with the Student Association. Its function is that of a body solely concerned with social activities on campus, and its goal is to provide more and better social activities for the students, at a minimal cost.

The organization is structured so that more people can be involved in Class Council activities and provide an atmosphere of a real community through the classes working together.

Article II: Organization

Section 1. Class Council shall be composed of the four major class officers (President, Vice President, Secretary-Treasurer and Publicity Chairperson). These officers represent each class at Class Council meetings and act as a liaison between each class and Class Council. These four officers are equal voting members of Class Council.

Section 2. The officers of Class Council shall be as follows:

- a. The President of Class Council will be elected from the members of Class Council by the members themselves. Duties of the President include: serving as a liaison between the administration and Class Council, presiding over all Class Council meetings, acting as adviser to the Executive Cabinet of the Student Association, serving on the selection committee for *Who's Who Among Students in American Universities and Colleges*, participating in the College Program Board, handles all administrative and disciplinary functions with the assistance of the Class Council Adviser.
- b. The Vice President of Class Council shall be elected from the members of Class Council by the members themselves. Duties of the Vice President include: monitoring the file system of Class Council, representing the organization on Senate, handling all dealings with the Mixer Manager, coordinating special activities as well as Mixers, serving in the absence of the President, serving as co-chairperson of the Christmas Bazaar.
- c. The Secretary/Treasurer of Class Council shall be elected from the members of Class Council by the members themselves. He or she keeps the minutes of all Class Council meetings, and handles all correspondence for Class Council. He or she handles all Class Council finances, and is responsible for submitting a budget request to the Student Association Finance Committee.
- d. The Publicity Chairperson of Class Council shall be elected from the members of Class Council by the members themselves. A Publicity Committee shall be formed, and composed of the publicity chairperson from each class and interested students. The function of the Publicity Committee is to publicize all events sponsored by Class Council.

Section 3. The duties of each class officer are defined as follows:

- a. The president shall preside over all class meetings, act as organizer for all functions of his or her class, and act as liaison between the class and Class Council.
- b. The vice president presides over all class meetings in the absence of the president, acts as committee chairperson for various activities of the class and submits a file on each activity.

- c. The Secretary/Treasurer shall keep minutes of all meetings and handle all correspondence for the class, and shall delegate necessary finances for the class at the Class Council Secretary/Treasurer's discretion.
- d. The publicity chairperson shall handle all publicity for the class, and shall also serve on the Publicity Committee for Class Council.

Article III: Budget

The Class Council budget is a consolidated sum of money which is requested, each March, from the Student Association Finance Committee. The Class Council Secretary/Treasurer is responsible for drawing up a budget request form that includes the activities for the coming year and the estimated amount needed for each event.

Individual class accounts within the Class Council budget may be established at the discretion of the class officers. Receipts from class events such as fundraisers and picnics shall be deposited, and may be later used to sponsor class activities.

Article IV: Elections

Section 1. Attendance at workshops shall be mandatory for all persons seeking office. These workshops shall be held prior to nominations. The duties of specific offices and the functions of Class Council shall be discussed at these workshops.

Section 2. Any person desiring to have their names placed on the ballot after nominations are closed shall do so by submitting a petition consisting of 20 percent of their respective class to an officer designated by Class Council within 24 hours of official nominations. The petitioners must then be given a workshop training.

Section 3. Campaign Rules.

- a. All candidates must be in good academic standing (a 2.0 overall and a 2.0 each semester while holding the term of office) and in good social standing as defined by the Dean of Students. A candidate will not be considered qualified to run if application has been made to transfer from Mary Washington College.
- b. There will be no campaigning over the public address system, on the radio or in the newspaper.
- c. A limit of \$30 is hereby established on campaign expenditure. This amount includes any materials donated to the campaign.
- d. There is a limit of 25 pieces of campaign material (posters, banners, etc.) which may be posted on campus or in buildings. (Example: a 3 x 5 card by a telephone is considered one piece of campaign material.)
- e. All campaign material attached to fronts of buildings must be of oilcloth or other suitable fabric and must be strung or wired to the buildings. Banners cannot be hung from trees, Seacobeck, or academic buildings.
- f. Buttons or any campaign material worn on the person may be unlimited in number. However, if the above mentioned is not found on the person (i.e. on the ground), it will be counted towards the allotted 25 pieces of campaign material.
- g. No flyers or printed material distributed to individual rooms are permitted. Campaign material written on message boards is prohibited.
- h. Each candidate must submit a typewritten qualification sheet to an officer designated by Class Council within 24 hours of the official nomination. No qualification sheets shall be accepted after the given 24 hours. This is in lieu of flyers. The qualification sheet should include: **name, office seeking, age and major field of study.** A picture may be attached. The sheet is limited to one side of a legal

page and will be posted in the Campus Center.

- i. The qualification/platform sheets is not counted as campaign material.
- j. The Post Office, Seacobeck Dining Hall, and academic buildings are off limits for campaign material.
- k. No campaign material is to be posted in the balloting area on the day of elections. This area is designated by Class Council before the election.
- l. On election day, loitering or campaigning within 150 feet of the building where the election will take place will not be tolerated.
- m. All posters must be removed within 24 hours of election results.
- n. Any deliberate attempt by a candidate or the candidate's followers to disqualify another candidate will result in the first mentioned candidate's disqualification.
- o. If an election is to be contested, a formal written complaint must be made to the officer designated by Class Council within 24 hours after the election.
- p. If the above mentioned rules are not followed, the candidate will be disqualified.

Article V: Failure to Finish Term of Office

Section 1. In the event of a vacancy in any of the class offices other than president, the officers shall appoint a person to fill the remainder of the term. Eligible persons shall be chosen from interested persons in the class. Qualification sheets will be due to the President of Class Council within 48 hours of the announced opening. A committee consisting of the remaining class officers, the President of Class Council, and the adviser to Class Council will interview and appoint a person to fill the vacated position.

Section 2. Should the vacancy occur in the office of the President, the Vice President shall become President and a new Vice President shall be appointed by the present officers to fill the remaining term, following the guidelines of Section 1.

Section 3. Should a Class Council officer vacate these positions, a replacement shall be elected by the members of Class Council following the guidelines of the original elections.

Article VI: Meetings

Section 1. Class Council meetings are held weekly and it is the prerogative of the Council members to decide time and date of meetings. It is the duty of each officer to attend all meetings.

Article VII: Adviser

One member of the faculty is to be chosen, each year, by the members of Class Council as an adviser. The adviser's duties shall be as follows:

1. Attend all meetings and activities.
2. Serve on the committee for the selection of *Who's Who Among Students in American Universities and Colleges*.
3. Verify qualified candidate's grades before running for office and all officer's grades after first semester.
4. Review all votes of confidence, and represent negative opinions given.

Article VIII: Votes of Confidence

A vote of confidence is a vote taken by Class Council members as an opportunity to express approval and/or disapproval of any member of Class Council.

Section 1. Votes of confidence shall be taken during the last meeting of first semester, or when the need for one is established.

Section 2. If 2/3 of the total members of Class Council give a negative vote of confidence on any Class Council officers, such Class Council officer shall be removed from the Class Council Office, an election shall be held by members of Class Council to fill the vacant position.

Section 3. A vote of confidence shall be taken on each class officer by their respective officers. If a negative vote is taken by anyone, action shall be taken by the Class Council President and the adviser to Class Council.

Section 4. If any officer receives a vote of no confidence, then the officer in question will be notified and he or she will meet with the fellow class officers and the adviser to discuss the problem. A vote will then be called among them. Negative votes from other officers will be represented by the Adviser.

By-Laws

The By-Laws of Class Council shall be an explanation and method of the Class Council Constitution.

Section 1. Oath of Office

I _____ do solemnly promise to uphold the Constitution of Class Council of Mary Washington College and pledge to efficiently perform the duties of the office of _____ to which I have been elected.

Section 2. Recall

- a. Any officer may be recalled by his or her class if he or she has failed to perform efficiently the duties of or uphold the standards of the office.
- b. Upon petition of 20 percent of the electorate for said office, the question of recall shall be considered. A quorum of the electorate must vote in favor of recall in order for the motion to be carried and an officer to be recalled by his or her class.

Section 3. An officer must remain in good academic standing (maintaining a 2.0 overall and a 2.0 each semester while holding the office) and in good social standing as defined by the Dean of Students, throughout his or her term of office.

Section 4. A vacancy shall exist when an officer fails to uphold good academic or social standing or is recalled by his or her class.

Article IX: Amendments

Amendments to the Constitution must be approved by a 2/3 vote of the members of Class Council.

Constitution Commuting Students Association Mary Washington College

Article I: Name

The name of this organization shall be the Commuting Student Association of Mary Washington College.

Article II: Purpose

The purpose of this association includes representing the commuting students to the College administration, the Student Association, and the student body. The Commuting Student Association shall provide an effective means of communication between the above-mentioned groups, and shall assimilate the commuting students into the mainstream of Mary Washington campus life through CSA sponsored activities.

Article III: Membership

All Mary Washington College commuting students are members of the Commuting Student Association.

Article IV: Organization

The Commuting Students Association elected officers shall be the President, Vice President, Secretary/Treasurer and Honor Council Representative. The Executive Council shall be the President, Vice President and Secretary/Treasurer. The President, with approval of the Executive Council shall appoint five (5) chairpersons responsible for the following areas: Finance, Intramurals, Newsletter, Publicity, and Social Activities.

Article V: Authority

The authority of the CSA derives jointly from the Student Association and the Dean of Students. The elected representatives of the CSA shall have the sole authority to act in the name of the commuting students. The CSA commits itself to uphold and enforce those regulations which have been made through mutual agreement and understanding between the CSA and the Dean of Students.

Section 1. The Executive Council as representatives of the CSA shall have the responsibility to study any matters affecting the welfare of the commuting students. These representatives have the responsibility to make recommendations which will foster the best interest of the commuting students.

Section 2. The CSA shall be funded by the Student Association Finance Committee and by any CSA sponsored fund-raising activities.

Section 3. The Executive Council shall have the authority to regulate all CSA elections.

Article VI. Constitutional Ratification

Ratification of the constitution of the Association shall be decided upon by a majority of votes cast by members of the CSA.

Article VII. Executive Council

Section 1. The Executive Council shall be composed of three voting members: the President, the Vice President, and the Secretary/Treasurer, each with an equal voice and vote. These officers have a term of office of one year, beginning during the second semester of each academic year.

Section 2. The President, Vice President, and Secretary/Treasurer shall be elected by the commuting student body by a secret ballot on the basis of a majority votes cast.

Section 3. The Executive Council of the CSA shall have the authority to regulate all activities undertaken by the Association; it shall also serve as an advisory body to the Student Association and the Dean of Students.

Section 4. The specific areas of responsibility of each of the Executive Council officers shall be as follows:

The President shall:

- a. Call and preside over all meetings of the CSA.
- b. Act concurrently as President of the Association's Executive Council, and preside over its bi-monthly meetings.
- c. Appoint and/or dismiss Committee Chairpersons, with the approval of the Executive Council.
- d. Preside over all calls for nominations at mandatory election workshops and all elections.
- e. Approve appropriations and expenditures of funds from the treasury.
- f. Represent this Association at meetings of the Student

Association Executive Cabinet (non-voting capacity), and the College Program Board.

- g. To serve as liaison between this Association and the administration.

The Vice President shall:

- a. Assume the duties of the President in his or her absence.
- b. Be a Student Association Senator representing the Commuting Student Association; appoint and act as coordinator for the Commuting Student Senators and their alternates.
- c. Act as parliamentarian at all meetings of the CSA.
- d. Coordinate all election workshops and elections.

The Secretary/Treasurer shall:

- a. Keep a permanent record of all proceedings and a list of all the members of the Association.
- b. Present a report at each meeting of the Association and of the Executive Council.
- c. Assume responsibility for all Association correspondence.
- d. Take nominations and count votes during elections.
- e. Maintain appropriate accounts of all funds in the Association treasury.
- f. Act as adviser to the CSA Finance Committee.

Section 5. In case of the removal of the President of the CSA from office or his or her resignation or inability to discharge his or her duties, the powers and duties of the office shall pass to the Vice President of the CSA. In case of the removal of the Vice President and/or Secretary/Treasurer of the CSA or upon resignation or inability to discharge the powers and duties of his or her office, a special election shall be called by the President for the purpose of electing successors.

Article VIII: Elected Representatives

One Honor Council Representative shall be elected by majority vote to represent the commuting students on the Honor Council. The duties of the Honor Council Representative are outlined in the *MWC Student Handbook*.

Article IX: Appointed Chairperson

Five (5) chairpersons responsible for the following areas: Finance, Intramurals, Newsletter, Publicity and Social Activities shall be appointed by the CSA President and approved by the Executive Council by May 1st. All chairpersons are responsible for coordinating at least one meeting a month with their respective committees. Minutes of each committee meeting shall be submitted to the Executive Council within one week of each meeting. Chairpersons are subject to dismissal by the Executive Council if their duties are not effectively carried out.

Section 1. The Finance chairperson shall coordinate all fund-raising activities with his or her committee members.

Section 2. The Intramural chairperson shall work with any commuting students interested in forming a team and shall work with the Director of Intramurals to promote continued commuting student activity in this area.

Section 3. The Newsletter chairperson is responsible for the production of a newsletter each month. This newsletter shall be distributed to the commuting student lounges and posted on designated CSA bulletin boards.

Section 4. The Publicity chairperson is responsible for all publicity pertaining to CSA activities. Publicity shall be distributed to all designated CSA bulletin boards and lounges; necessary flyers shall be placed on Seacobeck tables. This committee is also responsible for distributing the *Bullet* and the *This Week* to all CSA lounges.

Section 5. The Social Activities chairperson shall coordinate

all social activities for the commuting students. The Social Activities chairperson shall work with the CSA Finance chairperson in planning and carrying out all campus-wide activities.

Article X: CSA Senators

Senators are appointed by the CSA Vice President. Duties of the Senators are outlined in the *MWC Student Handbook*.

Article XI: General Provisions

Section 1. To be eligible to run for office you must be in good social standing, be a full time under-graduate student and have at least a 2.2 GPA and maintain a 2.0 GPA to remain in office.

Section 2. Bill of Rights. The Executive Council and the Commuting Student Association shall take no administrative action or enact any legislation which abridges the rights of students to freedom of inquiry, of religion, of speech, of press, of peaceful assemblage or association, and of petition to the Association for a redress of grievances. The rights of students shall not be denied or abridged on account of race, color, religion, physical disability, national origin, political affiliation, marital status, sex, or age.

Article XII: Amendments

An amendment to this constitution may be proposed by the Executive Council. A proposed amendment shall be posted on the Commuting Student Lounge bulletin boards and shall be published in at least one issue of the campus-wide news medium. Any amendments to the constitution shall be voted upon during CSA elections. Ratification of the proposed amendment shall require a majority of those votes cast.

Clubs and Organizations

The Board of Publications and Broadcasting

The Board of Publications and Broadcasting serves in the role of publisher for all student publications and broadcasts that draw support from the comprehensive fee at Mary Washington College. In this capacity it recommends financial support from comprehensive funds for the maintenance of these communications; and, while it guarantees editorial freedom for the student publications and broadcasts to maintain their integrity of purpose as vehicles for free inquiry and free expression, it also ascertains that each publication is complying with its own general statement of policy. Grievances against any of the publications may be brought to the Board.

The Battlefield

The College yearbook, *The Battlefield*, captures the student year in words and pictures. It is published by students and contains pictures of the administration, faculty, and students, as well as of all the clubs and other activities that make up student life.

The Bullet

The Bullet, the campus newspaper, is published weekly. Pictures and articles about recent events, important upcoming events, editorials, and letters to the editor on subjects of current interest to the student are featured.

Aubade

Aubade, published annually, is the campus literary and arts magazine produced to publicize the literary and artistic talents of students and to encourage such work. It contains

short stories, plays, poems, and graphics by Mary Washington College students and faculty.

The Polemic

The Polemic is Mary Washington's student run journal of opinion on current political, social, and environmental issues. *The Polemic* accepts articles written by students and faculty of Mary Washington College, as well as residents of Fredericksburg. All opinions are considered equally.

WMWC

The College radio station, WMWC, broadcasts to all residence halls. Programs include varied selections of music, campus news, sports coverage, and items of local interest. Broadcasts from outside stations are also featured.

INTERCOLLEGIATE TEAMS

Intercollegiate competition for men is available in baseball, cross country, soccer and waterpolo in the fall; basketball, swimming and track in the winter; and baseball, lacrosse, tennis and track and field in the spring. Intercollegiate competition for women is available in cross country, field hockey, soccer, tennis, volleyball and waterpolo in the fall; basketball, swimming and track in the winter; and lacrosse, softball, tennis and track and field in the spring. Riding competition for men and women is available throughout the year.

Notices concerning organizational meetings for each team will appear in the weekly *This Week* prior to the meeting time. Practices are usually scheduled after 3:30 p.m., Monday through Friday, and last approximately two hours.

Students are encouraged to participate in the intercollegiate program as players, trainers, managers, scorers, timers, or statisticians. Each position plays an integral role in the success of MWC's intercollegiate teams.

State regional and national tournaments climax most of the intercollegiate teams' seasons. Participants are also honored at an annual sports award banquet.

New students interested in trying out for varsity teams are encouraged to seek out the coaches as soon as they arrive on campus. Candidates for teams *must* register for the varsity sport during course registration.

Performing Groups

The College Community Symphony Orchestra is an instrumental musical organization composed of faculty, students, and community participants. It presents four concerts each year.

The MWC Chorus is a chorus of treble singers comprised totally of college students. It presents three concerts each year.

The Fredericksburg Singers is a mixed chorus, comprised of faculty, students, and community participants. Three concerts each year are presented.

The MWC Jazz Ensemble is a student organization that presents two concerts each year.

The Department of Dramatic Arts and Dance presents theatrical productions and dance concerts on a regular basis throughout the school year. Auditions for productions by the Drama Department are open to all members of the College community.

Directory of Student Leadership Class Council

President Kimberley Rivenbark
Vice President Christine Bond

Vice Commissionerto be appointed
Secretary-Treasurer.....to be appointed

Student Defenders

Student Defendersto be appointed

Chief Fire Marshall Linda Graybeal

Campus Safety Committee/Escort Service

Chairperson

Presidential Dining Hall Committee

Chairperson Amy Swink

Finance Committee

Chairperson Kevin Gedney

Alumni Association Student Representative

..... Margaret Marquis

Commuting Student Association

President Matthew Walsh
Vice President Anthony DiVivi
Secretary-Treasurer to be elected
Honor Council Representative to be elected

College Program Board

Chairperson Michele Linden
Vice Chairperson Holly Tace
Secretary/Fiscal Coordinator Janine Powell
Publicity Coordinator Michele Lesko

Association of Residence Halls

President Kathryn Courtney Hill
Vice President to be elected
Secretary-Treasurer to be elected

Residence Hall Presidents

Ball to be elected
Brent to be elected
Bushnell to be elected
Cornell to be elected
Custis to be elected
Fairfax to be elected
Framar to be elected
Hamlet to be elected
Jefferson to be elected
Madison to be elected
Marshall to be elected
Marye to be elected
Mason to be elected
Mercer to be elected
Randolph to be elected
Russell to be elected
Tyler to be elected
Virginia to be elected
Westmoreland to be elected
Willard to be elected

Board of Publications and Broadcasting

Chairperson

The Bullet

Editor Deborah Schulter

The Battlefield

Editor

Polemic

Editor

Aubade

Editor to be elected

WMWC

Station Manager.....

Student Elected at Large to be elected

Student Departmental Representatives

Department of Anthropology, and Sociology

Sociology Eileen Burke
..... Kelly McElroy
..... Janna Fryant
..... Chris Sturm

Department of Art

Art History Donna Spicer
Studio Art Cynthia Bowers

Department of Biological Sciences

Biology to be elected
Environmental Earth Sciences to be elected

Department of Business Administration

Business Administration Lisa Bailes
..... Jennifer Deal
..... Somer Hammick
..... K. Courtney Hill
..... Kimberley McManus

Department of Chemistry and Geology

Chemistry Donna Robinson
Geology Jeffrey Coron

Department of Classics, Philosophy, and Religion

Classics Kathryn Reed
Philosophy David Bird
Religion Susan Windley

Department of Computer Science

Computer Science Scott Boyd
..... Victoria Seay
..... Ji Su Sue

Department of Dramatic Arts and Dance

Dance to be elected
Drama to be elected
Performing Arts to be elected

Department of Economics

Economics Deborah Santiago
..... Carolyn Sheehan

Department of Education

Education to be elected
..... to be elected

Department of English, Linguistics, and Speech

English Julie Antolick
..... Edith Kennedy
..... Bruce Newcomer
..... Amy Swink
Speech to be elected

Department of Geography

Geography Todd Combs
..... Lewis Dean
..... Kristin Kelly

Department of Historic Preservation

Historic Preservation Vicki Adleman

Department of History and American Studies

American Studies Amy Swank
..... Margaret Turpin
History Karla Saylor
..... Jodi Painter
..... Michael Chrvala

Department of Mathematics

Mathematics Young Moon
Leah Wilson

Department of Modern Foreign Languages

French Rebecca Matheny
Lisa Sande
German Anne Pranzo
Spanish Jill Stanfield
Hang Lee Oh

Department of Music

Music Jennifer Deal

Department of Physics

Physics David Richards

Department of Political Science and International Affairs

International Affairs Mark Connings
Connie Hart
Political Science Michelle McClain
Kathy Straten

Department of Psychology

Psychology Alexis DiFilvestre
Lorrina Eastman
Laura Kenyon
Ann Waesche

Members of the Inter-Club Association

Admissions Club

Purpose: to promote an interest in Mary Washington College for prospective students by giving tours of the campus; hosting alumni affairs; phoning accepted students in the spring, answering any questions they have; and other such activities.

Requirements: open to all interested, full time undergraduate students of the College.

Yvonne Milien, president
Martin Wilder, adviser

American Chemical Society—MWC Student Affiliate Chapter

Purpose: to provide students interested in chemistry and chemical engineering with greater insight into these fields and to instill a sense of professionalism in these future scientists.

Requirement: enrollment in course work leading toward a degree in chemistry or related discipline.

Brenda Schwartz, president
Bernard Mahoney, adviser

Anthropology Club

Requirement: open to all interested, full time undergraduate students.

Lisa Petruska, president
Margaret Huber, adviser

Asian Student Association

Purpose: to expand interest in and appreciation for Asian culture.

Requirement: open to all interested full time undergraduate students of the college.

Yung N. Kwon, president
Paul Zisman, adviser
Key Ryang, adviser

Bachelor of Liberal Studies Student Association (BLS)

Purpose: to provide an avenue for entrance into campus life for students through a varied program of educational, informational, business, and social functions.

Requirement: open to all interested full time undergraduate students of the College.

To be elected, president
Mary Pinschmidt, adviser

Baptist Student Union

Purpose: to attain personal growth, as well as to minister to the needs of fellow students.

Requirement: open to all interested full time undergraduate students of the College.

Lisa Barley, president
Val Lazzari, adviser

Black Student Association

Purpose: to appreciate, explore, and promote Black Culture and Black Heritage. To provide cultural and social activities for students (particularly Black Students). To enlighten members and other groups about Black concerns and issues; and to facilitate communication and understanding on campus and in the Fredericksburg community.

Requirement: Open to graduate and undergraduate students who will promote Black awareness, culture, concerns and history.

Deidre Anderson, president
Art Brooks, adviser

Campus Christian Community

Purpose: to bring about a synthesis of many diverse elements and interests in Christian fellowship, to create a deeper awareness of the role of the Christian in the intellectual community, in the social order, and in the world; to strengthen its participants in the Christian faith; and to provide an outlet for spiritual expression and growth toward a holistic life. The CCC is the united ministries for the Disciples of Christ, Episcopal, Lutheran, Presbyterian, and United Methodist communities.

Requirement: open to all interested full time undergraduate students of the College.

president to be elected
John George, Judith Crissman, co-advisers

Catholic Student Association

Purpose: to foster the spiritual, intellectual, and social lives of the students.

Requirement: open to all interested full time undergraduate students of the College.

Kathy Buttington, president
Sr. Joanne Zielinski, S.W., adviser

Circle K

Purpose: to help students become involved in school and community through sharing, service and concern, and to promote fellowship through various social activities (part of Kiwanis Club).

Requirement: open to all interested full time undergraduate students of the College.

Sally Testa, president
John Manolis, adviser

Circolo Italiano

Purpose: to promote student interest and enthusiasm for the study of the Italian language and culture.

Requirement: open to all interested full time undergraduate students of the College.

president to be elected
Clavo Ascari, adviser

College Republicans

Purpose: to bring College students into the Republican Party and provide them the opportunity to find political expression and recognition; to encourage participation in the activities of the Republican party and promote its ideals; to collect, discuss and disseminate information concerning political affairs; to coordinate activities of all Republicans on campus.

Requirement: open to all interested full time undergraduate students of the College.

Kellie Burton, president
Otho Campbell, adviser

Der Deutsche Verein

Purpose: to promote interest in the cultural aspects of Germany and German speaking countries.

Requirement: open to all interested full time undergraduate students of the College.

Laura Koch, president
Sammy Merrill, Vera Niebuhr, co-advisers

Ecology Club

Purpose: to seek information about our environment and to encourage an active interest and participation in its maintenance and improvement, and to maintain an active relationship with the Fredericksburg community.

Requirement: open to all interested full time undergraduate students of the College.

May Weiler, Andrea Veela, president
Joella Killian, adviser

Economics Club

Purpose: to promote and encourage an interest in field of economics.

Requirement: open to all interested full time undergraduate students of the College.

Caroline Sheehan, president
Shaw M. Mehrabi, Adviser

El Club Espanol

Purpose: to promote an interest in the Hispanic culture and language; provides an opportunity for students of Spanish to enjoy the songs, dances, foods, and customs of all Spanish countries, and raise scholarship funds for a student studying abroad.

Requirement: open to all interested full time undergraduate students of the College.

Naomi Sanders, president
Aniano Pena, adviser

Fine Arts Club

Purpose: to encourage an interest in the fine arts through educational tours of museums and galleries, lectures and other related activities.

Requirement: open to all interested full time undergraduate students of the College.

Liz Arthur, president
Joseph Dreiss, adviser

Frisbee Club

Purpose: to encourage and promote interest and participation in frisbee as a sport/recreation.

Requirement: open to all interested full time undergraduate students of the College.

To be elected, president
Marshall Bowen, adviser

Geology Club

Requirement: open to all interested full time undergraduate students of the College.

Jonathan Stutzman, president
Grant Woodwell, adviser

Hillel Club

Purpose: to promote through educational, cultural, religious and social activities interest and discussions of the Jewish culture.

Requirement: open to all interested full time undergraduate students of the College.

Brad Kotch, president
Marsha Zaidman, adviser

History Club

Purpose: to encourage and promote interest in history and to sponsor activities which provide insight into the field of history.

Requirement: open to all interested full time undergraduate students of the College.

Holley Thames, president
Claudine Ferrell, adviser

Hoof Prints Club

Purpose: to promote interest and enjoyment of all horse related activities. The club sponsors trips to equestrian events and holds two horse shows each year.

Requirement: open to all interested full time undergraduate students of the College.

Therese Smith, president
Carol Miller-Berry, adviser

International Relations Club

Purpose: to further an interest in and a knowledge of past and present international affairs, both at the College and in the surrounding community.

Requirement: open to all interested full time undergraduate students of the College.

Michele McClaine, president
John Kramer, adviser

Inter-Varsity Christian Fellowship

Purpose: to deepen and strengthen the spiritual life of participants through Bible study and prayer, to witness to others about Jesus Christ and to help them come to know Him personally, and to promote interest in world evangelism.

Requirement: open to all interested full time undergraduate students of the College.

Michele Bishop, president
Joseph DiBella, adviser

James Monroe Society

Purpose: to promote the Monroe Doctrine and traditional, conservative principals. Provide for campus community speakers and circulate informative literature on issues of the day.

Requirement: open to all full time students interested in the Monroe Doctrine.

chairman
Samuel T. Emory, adviser

Jolly Company

Purpose: to promote and expand the interest of board games, fantasy games, and other associated games among the students on campus.

Requirement: open to all interested full time undergraduate students of the College.

Jack Keil, president
Richard Warner, adviser

Le Cercle Francais

Purpose: to encourage an interest in the French language and culture through various club-sponsored activities.

Requirement: open to all interested full time undergraduate students of the College.

president to be elected
adviser

Music Educators' National Conference

Purpose: to provide opportunities for professional development for college students of music education through on-campus activities.

Requirement: interest in the teaching of music, authorization by chapter adviser, not being employed full-time in music education.

president to be elected
Steve Burton, adviser

National Organization For Women (NOW)

Purpose: provides for the mainstreaming of women into all aspects of society on an equal basis with men.

Requirement: open to all interested full time undergraduate students of the College.

Barbara Anderson, president

Carole Corcoran, adviser

Physical Therapy Club

Purpose: to promote interest as well as provide information about the physical therapy profession. The club sponsors speakers, travels to physical therapy schools as well as facilities that employ physical therapists, and encourages information sharing about the profession among its members.

Requirement: open to all majors in physical therapy and to all full time undergraduate students who are interested.

Yvonne Milien, president

Rosemary Barra, adviser

Pi Nu Chi

Purpose: to provide nursing students with information about transfer programs to nursing schools and give them an opportunity to participate in various social and service activities throughout the year.

Requirement: open to all interested full time undergraduate students of the College.

To be elected, president

Judith Crissman, adviser

Pre-Medical Association

Purpose: to promote interest in knowledge of medicine as a career.

Requirement: open to all interested full time undergraduate students of the College.

president to be elected

Roy Gratz, adviser

Preservation Club

Purpose: to promote, acquaint, and involve students in the growing preservation movement. The club will strive to promote preservation ethic and increase awareness of preservation benefits and career possibilities.

Requirement: open to all interested full time undergraduate students of the College.

Amy Angerer, president

Brown Morton, III, adviser

Russian Club (Kruzhok)

Purpose: to gain a better understanding of the Russian culture, the Soviet system, and global entanglements.

Requirement: all full time undergraduate college students interested in the Russian way of life, language, and culture may become members.

president to be elected

Joseph Bozicevic, adviser

Society for the Advancement of Management (SAM)

Purpose: to provide an opportunity for the members to increase management skills and expertise through participation in programs and services designed to improve their knowledge, performance, and leadership ability and through the interaction of students, faculty and practicing managers.

Requirement: open to all interested full time undergraduate students of the College.

Jeanette Cobe, president

Fred T. Whitman, adviser

Society of Physics Students

Purpose: To promote extra departmental interests of physics majors through field trips, speakers, and social events.

Requirement: Physics majors and other students who have

manifest interest in physics.

George Lawton, president

Bulent Atalay, adviser

Student Education Association

Purpose: to interest capable young men and women in education as a lifelong career and to develop an understanding of the teaching profession.

Requirement: open to all interested full time undergraduate students of the College.

To be elected, president

To be appointed, adviser

Terrapin Club

Purpose: to promote interest and develop skills in synchronized swimming.

Requirement: try-outs for swimming strokes and stunts; a good scholastic average; full time undergraduate students of the College.

Andrea DePaol, president

Paul Richards, adviser

United Campuses to Prevent Nuclear War (UCAM)

Purpose: to inform MWC students about what is going on in the nuclear arms race and to discuss what is going to happen in the future and what we as students can do.

Requirement: open to all interested full time undergraduate students of the College.

To be elected, president

William Hanson and Timothy Crippen, co-advisers

Video Production Club

Purpose: To provide an opportunity to work with video equipment and to provide services to other organizations by recording their events.

Requirement: open to all interested full time undergraduate students of the College.

George Lawton, president

David Hunt, adviser

Women's Issues Group

Purpose: to discuss women's issues and topics of concern to women and provide a forum for education of these issues.

Requirement: open to all interested full-time students of the College.

Gail Thompson, representative

Craig Vasey, adviser

Young Democrats

Purpose: to stimulate in young people an active interest in governmental affairs, to provide support for Democratic candidates, to help acquaint voters with the issues and the candidates, and to provide for the expression of the ideals and principles of the Democratic Party.

Requirement: open to all full time undergraduate students enrolled at Mary Washington College.

Laura Lee, president

Shaw Mehrabi, adviser

Members of the Inter-Honorary Association**Alpha Phi Sigma**

Purpose: to encourage learning and to recognize high scholastic achievement.

Requirement: a 3.25 average and 60 semester hours.

To be elected, president

John Kramer, adviser

Alpha Psi Omega

Purpose: to promote excellence in theatre arts.

Requirement: specific theatrical experience as described in the national constitution.

To be elected, president

Michael Joyce, adviser

Chi Beta Phi—National Honorary Scientific Fraternity

Purpose: to promote interest in science by scientific investigation, lectures by prominent scientists, papers prepared by regular members and general discussion.

Requirement: declared major in biology, chemistry, geology, mathematics, physics, or medical technology with a 3.5 average in 20 semester hours of math and science; a 3.0 average in all other courses.

To be elected, president

Bulent Atalay, Mary Pinschmidt, William Pinschmidt, co-advisers

Eta Sigma Phi—National Honorary Classics Fraternity

Purpose: to promote the study of classical antiquity and to recognize those who pursue such study.

Requirement: a 3.0 average of 12 hours of classics courses, with at least 9 hours in ancient Greek and/or Latin.

To be elected, president

Diane Hatch, adviser

Gamma Theta Upsilon

Purpose: International Geography Honorary

Requirement: minimum 15 hours Geography, with at least 3.0, and overall 2.75.

To be elected, president

James Gouger, adviser

Kappa Delta Pi-Nu Xi Chapter

Purpose: to promote the discipline of education through recognition of honor students who plan to teach.

Requirement: junior standing with a 3.0 average seeking Collegiate Professional Certification.

president to be elected

Brenda Vogel, adviser

Lambda Iota Tau—National Honorary Fraternity

Purpose: to recognize and promote interest in literary achievement.

Requirement: membership offered to junior or senior English majors with a 3.0 average in 12 hours of upper level English courses and a 2.8 average overall.

To be elected, president

Daniel Dervin, adviser

Mortar Board-Senior Honor Society

(Cap and Gown Chapter)

Purpose: to recognize and encourage scholarship and leadership, to provide service, to emphasize the advancement of the status of students, and to support the ideals of the College.

Requirement: senior, 3.0 overall average, election

president to be elected

Susan Hanna, Arthur Tracy, Bulent Atalay, co-advisers

Mu Phi Epsilon—National Honorary Music Fraternity

Purpose: to promote musicianship, scholarship, and a true bond of friendship.

Requirement: a 3.0 average or better in music, a 2.0 overall average, and election.

president to be elected

David Long, adviser

Omicron Delta Epsilon—National Economics Honorary Society

Purpose: to promote greater interest in and understanding of economics.

Requirement: overall 3.0 average, 3.5 average in 12 hours of economics.

To be elected, president

Robert Rycroft, adviser

Phi Alpha Theta—National History Honorary Society

Purpose: to promote the study of history and to recognize those students who have exhibited excellence in that field.

Requirement: overall 3.0 average, 3.2 average in history.

president to be elected

Porter Blakemore, adviser

Phi Sigma Iota—National Honorary Modern Foreign Language Fraternity

Purpose: to recognize high scholastic achievement in foreign language study.

Requirement: juniors with a 3.5 in Modern Foreign languages and a 3.0 overall average. A student must be planning to continue with a conversational or literature course in one or more of the Modern Foreign languages.

To be elected, president

Sammy Merrill, adviser

Pi Gamma Mu—National Social Science Honorary Society

Purpose: to improve scholarship in the social studies, to inspire social service to humanity, and to promote mutual understanding among all people.

Requirement: 20 semester hours in social studies and a 3.0 average with no failures in any subject.

To be elected, president

Joan Olson-Steve Greenlaw, co-advisers

Pi Mu Epsilon (Math Honorary)

president

Janet Zeleznock, adviser

Pi Sigma Alpha

Purpose: to recognize scholastic standing as well as stimulate scholarship and intelligent interest in the subject of Political Science, International Relations, Public Administration, and Government.

Requirement: Junior or Senior with a 3.0 average overall, 12 semester hours in Political Science, International Relations or Public Administration at 300 level or above and a 3.0 average therein.

To be elected, president

John Kramer, adviser

Psi Chi—National Society in Psychology

Purpose: to advance the science of psychology; to encourage, stimulate, and maintain the scholarship of the individual members in all fields, especially in psychology.

Requirement: psychology majors or BLS students with a core in psychology who have an overall GPA of at least 3.0 and an average of 3.25 or better in psychology. At least 12 credit hours of psychology must be counted.

president to be elected

Debra Steckler, adviser

Regional Scholars Organization

Purpose: to promote scholarship through educational, cultural, and social activities for the College community.

Requirement: selection as a Regional Scholar.

To be elected, president

John George, Robert MacDonald, co-advisers

Phi Beta Kappa

Purpose: Phi Beta Kappa is a national society, now two hundred years old, that recognizes the achievement of humane learning by students at the College. Its Greek motto translated signifies, "Love of wisdom the guide of life." The objectives of this internationally recognized honor society are intellectual honesty and tolerance, range of intellectual interests, and encouragement of understanding—not merely knowledge. The local chapter, Kappa of Virginia, was installed in 1971, and each year it initiates a select group of junior and senior students.

Academic Policies & Regulations



How do I get an adviser?

What is a Departmental Representative?

What is the Dean's List?

How do I drop a course? How do I get a transcript?

What is a leave of absence?

What is academic probation?

What are final honors?

Overview

This section is designed to give students basic information regarding certain academic functions of the College. For further information, students are urged to consult the *Dictionary of Academic Regulations* or contact the Office of Academic Services, 211 George Washington Hall.

Absences From Class

A student unavoidably absent from class a week or more because of hospitalization, serious illness, or sudden emergency, should notify the Office of Academic Services by telephone 899-4694. Students should also be fully aware of the College's class attendance policy which is stated on pages 1 and 2 of the *Dictionary of Academic Regulations*. Copies of the *Dictionary* are available in the Office of Academic Services, 211 George Washington Hall. Each student is responsible for knowing and observing the attendance policy for each course.

Academic Advising

The Office of Academic Services provides advising on academic matters for students who have not declared their major. The Associate Dean for Academic Services and Outcomes Assessment coordinates the work of the Academic Counselor and Faculty Advisers who are available in the office to consult with students on programs, course selection, and related academic matters. Entering students are assigned to a 50/50 faculty mentor, who serves as their academic adviser until they declare a major. As soon as 43 credits have been earned, a student may declare a major and be assigned a faculty adviser in his or her major department.

Academic Probation

Probation means a state of warning that a student does not have, for all recorded work at Mary Washington, a "C" average on graded courses. After every grading period, all students are sent probation (or suspension) notices if their overall grade point average has fallen or remained below 2.00. For more complete information see the *Dictionary of Academic Regulations*.

Academic Review Board

If there is a dispute between a student and a faculty member concerning a decision of the faculty member, every effort should be made by them to resolve the matter. If the disagreement cannot be resolved, the student may request a review of this decision no later than the end of the following semester, recognizing that the burden of proof is on the student.

In such cases, the following procedure is to be followed:

1. The student will submit a written statement of the matter under dispute, with any supporting material, to the chairperson of the department of the faculty member concerned (to the Vice President for Academic Affairs and Dean if the dispute is with the chairperson), with a copy sent to the faculty member.
2. Within seven (7) days the chairperson will review the dispute, consulting with the faculty member and student concerned, with other department members as appropriate, and will attempt to settle the dispute. If agreement is reached at this level, the process ends.
3. If either party does not accept the recommendation of the chairperson, the chairperson will forward all material including his/her recommendation to the Vice President for Academic Affairs and Dean.
4. The Vice President for Academic Affairs and Dean will review the material submitted and will determine whether or not further consideration of the matter would be fruitful. If the decision is that it would not be fruitful, the Vice President will render a final decision. If he/she deems that further consideration is needed, the matter

will be referred to the Academic Review Board to act as a conciliator between the student and the faculty member involved.

5. The Academic Review Board shall consist of the Vice President for Academic Affairs and Dean (acting as chairperson), two members of the Committee on Faculty Affairs, and the chairperson of the Student Association's Academic Affairs Council or his/her appointee.
6. The Academic Review Board will hear the evidence of both the student and the faculty member on the matter and, within two weeks of being convened, communicate its recommendations to the Vice President for Academic Affairs and Dean with copies to the student, faculty member and chairperson involved.
7. The Vice President for Academic Affairs and Dean will then render a decision which will be final.

If a student has a disagreement with regard to more than one individual decision with a faculty member, or if the student believes the faculty member has committed a breach of professional ethics, this may be conveyed to the chairperson or to the Vice President for Academic Affairs and Dean by the student or through the department representative for administrative review.

Career Advising

Each academic department has assigned at least one faculty member from whom students may obtain information about careers in that particular discipline. The Assistant Dean for Career Services coordinates the efforts of these Career Advisers and offers various programs on career development to assist students at all stages of career exploration and a job search.

Career Services

Seniors and Juniors may open files in the Office of Career Services Office located in GW 305. A fee of \$10.00 is charged for registration and credential services.

Commencement

Graduating Seniors are required to attend Commencement Exercises unless specifically excused by the Vice President for Academic Affairs and Dean.

Dean's List

The Dean's List is published once a semester by the Office of The Vice President for Academic Affairs and Dean. It recognizes outstanding academic achievement by members of the student body who are full-time students. The minimum grade point average for attaining Dean's List status is 3.5. Any grade of "I" (incomplete) at the end of a grading period disqualifies a student from eligibility for the Dean's List.

Departmental Representatives

The role of Departmental Representative is a serious one that requires considerable dedication. The basic duties of representatives are to represent the view of the majors to the faculty and to serve as liaisons between the majors and the Chairperson. Specifically, the representatives are responsible for attending all regularly scheduled monthly meetings of the Department and such other meetings as may be called on an

ad hoc basis; they have voting rights at such meetings and are expected to contribute to the deliberations. They are also required to attend all meetings of the Student Association's Academic Affairs Committee. More generally, the representatives are regarded as the student leaders of the Department and are expected to uphold and promote the interests thereof in all appropriate ways. In short, the position of representative is not merely an honorary one, but is one of responsibility, and it should be sought only by students who are willing to devote the necessary time to it.

Election Guidelines, Roles and Responsibilities of Departmental Representatives

A. Election Procedures

1. Nomination and voting by declared majors to be represented.
2. Eligibility for election—must be a declared major who will have at least 58 credits toward an MWC degree by the opening of the next academic session.
3. Elections—to be conducted by the outgoing representatives and/or the departmental chairperson.
4. Time of election—second semester of academic year, by date set by the Academic Affairs Chairperson at a uniform time, campus-wide.
5. Election results—to be reported in writing by department chairperson to the Student Association Academic Affairs Chairperson and the Vice President for Academic Affairs and Dean.
6. Term of office—one academic year. If an elected representative is unable to complete the term of office, for any reason (e.g. internship conflicts) a re-election will occur.
7. A Departmental Representative may serve more than a single one-year term.

B. Number of Representatives

There shall be one student representative for each 20 majors or fraction thereof. Departments composed of more than one discipline shall have representatives for each of those disciplines. In no instance shall there be more student representatives than faculty members in a department.

C. Roles and Responsibilities

1. To attend all meetings of the department faculty and have a voice on all appropriate matters concerning students in that department.
2. To attend every meeting of the Student Association Academic Affairs Committee and represent his/her department.
3. To assist with the advising of undeclared majors each semester.
4. To call meetings of his or her department majors regularly:
 - a. to inform students of department matters
 - b. to inform students of SA Academic Affairs Committee matters
 - c. to keep minutes of department majors' meeting
 - d. to furnish the Department Chairperson with a copy of minutes from meetings of the department majors
 - e. to plan extra-curricular activities for the department as desired
 - f. to coordinate departmental social events in order to promote good student/faculty relations.
5. To act as a mediator in any minor student/faculty dispute within the department.

Drop/Add Policy

Courses may be added only during the first week of class. Course registrations may be changed from graded to pass/fail or from pass/fail to graded in the first two weeks of class. Schedules for dropping courses are published in the College Calendar and are available in the Office of Academic Services. For complete information on procedures, consult an Academic Adviser or the Office of Academic Services (G.W. 211).

Educational Records

Federal regulations under the Educational Rights and Privacy Act of 1974 require that the College inform students and alumni of the rights afforded them by the Act. The following summary of Public Law 93-380 has been prepared so that each student may have an opportunity to become familiar with the provisions of this legislation. The law stipulates that students who are attending or who have attended the College (and the parents of some special status students) have the following rights:

1. To be provided a list of the types of educational records maintained by the College which relates directly to students;
2. To inspect and review the contents of these educational records;
3. To obtain copies of these records upon payment of the cost for reproduction and processing;
4. To be provided with the name and position of the official responsible for maintenance of each type of record and with an identification of persons who have access to the records and the purposes for which these persons may have access.
5. To be informed of the policies of the College for reviewing and correcting these records;
6. To receive from the College an explanation of these records upon reasonable request for such explanations;
7. To obtain a hearing for challenging the content of these records;
8. To be informed of the categories of information that the College has designated as "directory information" under this Act;
9. To have the educational records treated in a confidential manner by the College. Neither the records nor the personally identifiable information contained therein, other than directory information, will be released without written consent of the student to any party other than those specifically authorized by the Act.

Persons Having Access to Educational Records

1. The College will not permit access to, or the release of, educational records without the written consent of the student or eligible parent or legal guardian to anyone other than the following:
 - a. College officials who, in order to perform properly their duties, must have access to official records.
 - b. Officials of other schools or school systems in which the student seeks or intends to enroll, upon the condition that the student be notified of the request, receive a copy of the record if desired and have an opportunity to challenge the content of the record. (MWC policies below.)
 - c. Officials pursuant to their statutory responsibilities:
 1. The Comptroller General of the United States;
 2. the Secretary of Education;
 3. the Commissioner, the Director of the National Institute of Education or the Assistant Secretary for Education;

4. State educational authorities.
 - d. Any party legitimately connected with a student's application for, or receipt of, financial aid;
 - e. State and local officials or authorities to which such information is specifically required to be reported or disclosed pursuant to State statute adopted prior to November 19, 1974;
 - f. Organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive test, administering student aid programs, and improved instruction;
 - g. Accrediting organizations, for the purpose of carrying out their accrediting functions;
 - h. Parents of dependent students as defined in section 152 of the Internal Revenue Code of 1954;
 - i. Parties acting under authority of a judicial order or pursuant to any lawfully issued subpoena, upon condition that the students are notified of all such orders or subpoenas in advance of the compliance therewith by the educational institution;
 - j. Appropriate persons in connection with an emergency if the knowledge of such information is necessary to protect the health or safety of a student or other persons.
2. Any person may have access to "directory information" as defined by Mary Washington College under the authority

of the Act, unless the student informs the custodian of the records containing such information that any or all of such information should not be released without the student's prior consent. "Directory information" includes "a student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent or other educational institution attended by the student."

NOTE: Any student wishing to have "directory information" withheld from College release should contact the appropriate office(s) in writing.

3. Medical and Counseling Center records are not included in that category of records open to inspection; however, such records may be personally reviewed by a physician or other appropriate professional of the student's choice.
4. Custodians of educational records are not required to give access to financial records of parents or any information contained therein, nor are they required to give access to confidential letters and statements of recommendation that were placed in the educational records prior to January 1, 1975, or to which the student has waived the right of access.

Educational Records

Name of Record	Information Contained in The Record	Person Responsible For Maintaining Records
Academic	Permanent grade records, transcripts or transferred credits, forms and correspondence related to academic records, student-teacher evaluation forms, record of progress toward degree, schedules and registration information	Dr. Philip L. Hall, Vice President for Academic Affairs & Dean; Dr. Roy B. Weinstock, Associate Vice President for Academic Affairs; Dr. Edward M. Piper, Associate Dean for Academic Services and Outcomes Assessment
Admissions	Application, secondary school or previous college transcripts, recommendations, standardized test scores, application supplement (after July 1974), offer of admissions, residential or non-residential form, correspondence (All become part of Academic Record upon admission.)	Dr. H. Conrad Warlick, Vice President for Admissions & Financial Aid; Mr. Robert U. MacDonald, Associate Dean for Financial Aid; Dr. Mary W. Pinschmidt, Associate Dean for Adult and Continuing Education
Career Services	Placement registration forms and contracts, resume, recommendations, student-teacher evaluations, job offers and rejections, residential information sheet, interview form, personal data summary sheet	Dr. Philip L. Hall, Vice President for Academic Affairs & Dean; Dr. Edward M. Piper, Associate Dean for Academic Services and Outcomes Assessment; Renee Everingham, Assistant Dean for Career Services
Financial Aid	Aid application and supporting financial statements, award analysis form, financial award conditions and acceptance letters, correspondence, academic information, Standardized test scores, student employment records	Dr. H. Conrad Warlick, Vice President for Admissions & Financial Aid; Mr. Robert U. MacDonald, Associate Dean for Financial Aid
Non-Academic	Personal data sheet, disciplinary records, residence hall assignments, transfer forms, letters of recommendation, student activity sheets, correspondence, counseling records, psychological test results, police records	Dr. Joanne Beck, Dean of Students; Mr. Charles W. Jones, Campus Police Chief (police records)
Health	Medical information form, record of Health Center visits and admissions, consultant reports, results of tests and medical treatments	Dr. Ilma Overman, College Physician
Financial	Student accounts, record of financial aid, NDSL notes, payroll files for student employees	Richard L. Miller, Vice President for Business and Finance

Maintenance, Availability, Interpretation, and Disposal of Records

1. The College does not permit access to, or the release of educational records to officials of other schools or school systems, except for cooperative programs, without the written consent of the student.
2. Custodians of educational records maintain an updated list of the types of such records they keep, and have established procedures for granting access to such records, except those excluded by the Act. These procedures provide for:
 - a. Inspection and review by students and eligible parents of the content of such records within a reasonable time, not to exceed 45 days, from date of request;
 - b. Copying of such records at the expense of the student or eligible parent, but not to exceed the actual cost of reproduction (provided such records are not available at their original source outside the College);
 - c. A response from the custodian to reasonable requests for explanations and interpretations of such records; and
 - d. An opportunity for a hearing in order to challenge the content of such records. Such hearing shall:
 - 1) Be held and decided within a reasonable time;
 - 2) Be conducted by an official who does not have a direct interest in the outcome;
 - 3) Be conducted so as to afford a full and fair opportunity to present evidence; and
 - 4) Be concluded by a written decision within a reasonable time after the hearing.
3. Challenges to records may be made only on accuracy and not on judgments, e.g., the accuracy of the recording of a grade, but not the grade itself.
4. Occasionally, and at their discretion, custodians of educational records will review and expunge such records, or portions, thereof, unless, prior to destruction the student or eligible parent has requested access.

Examinations, Final

All final examinations or tests given in lieu of final examinations must be given during the regularly scheduled examination period at the end of each semester either at the time listed for the course in the officially announced schedule or on a self-scheduled basis. If, in the opinion of the instructor, a course cannot benefit from a final examination or project (such as critiques), the instructor should formally request release from the requirement from the Academic Dean. Only if that request is granted in writing can the instructor complete the work of the course before the examination period. To protect the purpose of Reading Days, no examinations, including "take-home" examinations, can be distributed before the first day of the examination period. "Take-home" examinations must be returned to the professor at his/her regularly scheduled examination period(s).

A student who has not taken a required final examination has not completed the course requirements and fails the course. In accordance with Honor Council procedures, a student is required to pledge to disclose neither the contents nor the form of any examination until after the conclusion of the examination period.

Examinations are scheduled for three hours and should not interfere with subsequent examinations.

Self-Scheduling. Examinations that cannot conveniently be given at more than one time (for instance, those that use slides

or tapes, or laboratory arrangements) will be given just once, in the time scheduled for that class hour in the officially announced schedule. This period will not be available for self-scheduling.

In all other courses, a student is allowed to schedule his/her examination in a particular course in any of the time periods allotted to the instructor of that course except those set aside as in the paragraph above. At least one week in advance of the first examination period, students must inform their instructors, in writing, when they wish to take examinations. Conflicts or hardships will be resolved by the instructor in consultation with the Academic Dean.

Illness or Emergencies, During the Examination Period.

Any illness or emergency that prevents a student from attending an examination should be reported to the Office of Academic Services before the examination time. No examinations may be taken in the Health Center. Any student admitted to the Health Center who is too ill to take an examination at the scheduled time should give the title of the course, name of the instructor, and time of the examination to the head nurse, who will give this information to the Office of Academic Services. Any commuting student who becomes ill during the examination period should call the Office of Academic Services directly. The Office of Academic Services will notify the instructor of the reason for the absence from the examination, but it is the student's responsibility to get in touch with the instructor to arrange a time for the make-up examination as soon as health permits.

Field Trips

Field trips in individual courses may be initiated by a professor when the activity is an integral and necessary part of the required classwork. The College does not, however, excuse students from classes that may be missed while the student participates in a field trip. Therefore, all trips must be planned at a time when participating students will not miss other classes, except as they may voluntarily choose to do so.

Honors

Recognition of outstanding academic achievement is made at Mary Washington College through the honors award system. Intermediate honors are awarded to a student, who as a freshman and sophomore, maintained a grade point average of 3.75 or higher. Final honors are awarded to a student who, as a junior and senior, maintained a 3.75 or better average. Departmental honors are awarded in major subjects to students with qualifying grade point averages who undertake special projects or theses. Academic distinction is awarded at Commencement to students who have maintained high levels of scholastic achievement. There are three levels of distinction: summa cum laude for those who have attained a grade point average of 3.75 or higher; magna cum laude for those with a 3.50-3.74; and cum laude for those with a 3.25-3.49.

Internships

Juniors and Seniors in good standing may earn academic credit for supervised and sponsored quality work experiences. Due to the geographical ideal location of the College (midway between Washington D.C. and Richmond) many internship opportunities are available in both the public and private sectors. These work experiences may be used to explore theories, to confirm or modify career aspirations, or to develop particular skills. Often students benefit not only by enhanc-

ing their work histories but also by making valuable contacts in their disciplines. Students may be reimbursed for meals missed by contacting the Office of Career Services.

Leave of Absence

Any degree-seeking student whose overall MWC grade-point average is 2.00 or above who interrupts his/her pursuit of the degree, either by withdrawing during a semester or by not enrolling for a semester, should request a leave of absence by submitting either a "Request for Personal Leave of Absence" form or a "Request for Study Leave of Absence" form to the Office of Academic Services. The leave of absence will generally be granted if the appropriate form is submitted prior to the beginning of the first semester of absence or at the time of withdrawal during a semester.

Students on approved leave of absence whose absence does not extend beyond one semester will be permitted to complete the degree program as originally begun. Those who interrupt the pursuit of the degree by more than one semester for any reason other than study leave will be required to comply with any changes in degree requirements made during their absence.

Students on approved leave of absence will be sent, in time to meet all deadlines, a "Declaration to Continue" form and housing form (if appropriate). Registration materials will be sent to students on leave after the College receives the completed "Declaration to Continue" form, processing fee, and the appropriate tuition deposit.

Any student with an overall MWC grade-point average of 2.00 or above who interrupts his/her pursuit of the degree and has not taken an official leave of absence should apply directly to the Office of Admissions for continuance. If continuance is granted, the student must comply with any changes in degree requirements and academic regulations made during his/her absence.

A student whose overall MWC grade-point average is less than 2.00 who interrupts his/her pursuit of the degree, either by withdrawing during a semester or by not enrolling for a semester, is not eligible for leave of absence and must petition the Readmission Board for permission to re-enroll at the College.

Readmission Board

This panel, comprised of faculty and administrators, is appointed by the Vice President for Academic Affairs and Dean. The Board hears appeals concerning length of academic suspension and modifies the term when this is deemed appropriate. The Board also has the authority to approve or disapprove readmission contracts.

Student Membership on Faculty Committees

There are various student-faculty committees, all of which welcome and encourage active student participation. These committees deal with many areas of College concern—such as academic policies and procedures, administrative responsibility for specific aspects of the College program, and specific interests involving students and faculty.

Any student interested in serving on one of these committees must first file an application during the second semester of the academic year with the Student Association's Academic Affairs Council. An ad hoc committee of the Academic Affairs Council will study these applications, conduct interviews, and make recommendations for student representatives to the President of the Student Association. The President will make

his or her nominations for student representatives to the President of the College. The President will then formally invite these students to be members of a committee. The following is a list of faculty committees on which students serve:

College AA/EEO Advisory—The function of this committee is to assist and advise the College AA/EEO Officer on all aspects of affirmative action and equal employment opportunity, including periodic review of the Affirmative Action Employment Plan and the Equal Opportunity Program of the College. The Committee also provides ideas and suggestions to the College administration for improvements in the plan and program for equal opportunity for the College.

College Outcomes Assessment Committee—This committee is responsible for planning and approving procedures for evaluating the extent to which the College's academic programs are successfully meeting the College's educational goals. The committee reviews plans for assessing student learning in both the general education requirements and specific departmental major programs, and makes recommendations for improving the curriculum.

Committee on Academic Affairs—This committee is responsible for evaluating undergraduate academic policies, procedures and standards on an ongoing basis, formulating recommendations as necessary to ensure the continuing reputation and record of Mary Washington College as a high quality liberal arts institution.

Committee on Campus Academic Resources—The function of this committee is to provide information and recommendations to the librarian and the library staff, to administer the academic public occasions budget, to select from its membership appropriate faculty representation to the Distinguished Visitor in Residence Committee and to provide information and recommendations to the Audio-Visual Department and the Director of Academic Computing.

Committee on Course Offerings—This committee reviews, approves or rejects proposals from various departments for course deletions, designation of General Education requirement courses and changes in the organization or numbering of departmental offerings. In its deliberations, the committee will consider general philosophy, departmental and College facilities, staffing and current course offerings.

Committee of Special Programs—This committee is responsible for monitoring the College's Internship Program. Also, this committee reviews, approves or rejects special majors, special degrees and applications for undergraduate research awards.

Distinguished Visitor in Residence—This committee is in charge of selecting, inviting, organizing and supervising programs and activities of the Distinguished Visitor in Residence.

Committee for Faculty Development and Evaluation—The committee studies the general questions of faculty evaluation and makes suggestions as to the types of evaluation systems that will be fairest, most accurate and most useful in determining teaching effectiveness and other contributions to College life.

Transcripts

Transcripts are available from the Office of Student Records. The cost is \$2.00 per transcript unless more than one copy is being mailed to the same address at the same time. In that event, the cost is \$2.00 for the first copy and \$1.00 for each additional copy. OFFICIAL transcripts must be mailed directly from the Office of Student Records to the college, business, or agency identified by the student. Unofficial copies of one's own transcript may be obtained from the Office of Student Records for \$2.00 per copy.

Mary Washington College

Academic Departments

Department Chairpersons 1988-89

Department of Art	Joseph G. Dreiss
Department of Biological Sciences	Michael L. Bass
Department of Business Administration	Gano S. Evan
Department of Chemistry, and Geology	Roy F. Gratz
Department of Classics, Philosophy, and Religion	George M. VanSant
Department of Computer Science	Ernest C. Ackerman
Department of Dramatic Arts and Dance	Michael J. Joyce
Department of Economics	Robert S. Rycroft
Department of Education	Brenda E. Vogel
Department of English, Linguistics, and Speech	Carlton R. Lutterbie, Jr.
Department of Geography	James B. Gouger
Department of Health and Physical Education	Edward H. Hegmann, II
Department of Historic Preservation	Carter L. Hudgins
Department of History and American Studies	Richard H. Warner
Department of Mathematics	Manning G. Collier
Department of Modern Foreign Languages	Sammy Merrill
Department of Music	James E. Baker
Department of Physics	Bulent I. Atalay
Department of Political Science and International Affairs	John M. Kramer
Department of Psychology	J. Christopher Bill
Department of Sociology and Anthropology	William B. Hanson
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Teacher Certification Advising	Paul C. Slayton, Jr.

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College Calendar 1988-89

First Semester

August 1988

S	M	T	W	T	F	S
					12	
21	22			25	26	27
28	29	30				

- 12 Last day to pay fees with \$100 penalty
- 21 RA's return
- 22-26 Student Leadership
- 25 Residence Halls open for new students 9 a.m.
- 27 Residence Halls open at 1 p.m. for Out-Of-State Returning Students
- 28 Residence Halls open at 9 a.m. for Returning Students
- 29 Late registration takes place 9 a.m.-12 noon and 1 p.m.-4 p.m.
- 29 Classes begin
- 30 Drop/Add begins

October 1988

S	M	T	W	T	F	S
				6		
					14	
		18	19		21	22
					28	

- 6 Career Day
- 14 Mid-semester vacation begins at 5 p.m. Residence Halls close 7 p.m.
- 18 Residence Halls open at 1 p.m.
- 19 Classes resume at 8 a.m.
- 21 Last day to withdraw with a refund of 50% of semester charges
- 22 Fall Homecoming (Student/Alumni Weekend)
- 28 Last day to drop courses for the semester

September 1988

S	M	T	W	T	F	S
	5	6				
	12				16	
	19				23	24

- 5 Last day to add courses
- 6 Audit registration-- Office of Student Records--9 a.m.-1 p.m.
- 12 Last day to change to or from pass/fail
- Last day to withdraw with a refund of 80% of semester charges
- 16 Course work due for removal of incomplete grades
- 19 Last day to drop courses without permanent record showing W/P or W/F
- 23-24 Family Weekend
- 23 Fall Convocation

November 1988

S	M	T	W	T	F	S
	7					
					18	
			23			
27	28					

- 7 Registration for second semester begins
- Registration continues through November 18
- 18 Second semester registration ends
- 23 Thanksgiving Holiday begins at 12:05 p.m. Residence Halls close at 2 p.m.
- 27 Residence Halls open at 1 p.m.
- 28 Classes begin

December 1988

S	M	T	W	T	F	S
				8	9	10
	12					16

- 8 Last day of classes
- Last day to withdraw from the College
- 9-10 Reading Days
- 12-16 Examinations
- 16 Residence Halls close at 9 p.m.

College Calendar 1988-89

Second Semester

January 1989

S	M	T	W	T	F	S
			4			
	9					
15	16	17				
	23	24				
	30					

- 4 Last day to pay fees with \$100 penalty
- 15 Residence Halls open at 9 a.m. for all students Orientation for new students 10:00 a.m.—3:00 p.m.
- 16 Classes begin at 8 a.m. Late registration 9 a.m.—12:00 noon 1 p.m.—4 p.m.
- 17 Drop/Add begins
- 23 Last day to add courses
- 24 Audit Registration—Office of Student Records 9 a.m.—1 p.m.
- 30 Last day to withdraw with a refund of 80% of semester charges Last day to change to or from P/F

February 1989

S	M	T	W	T	F	S
					3	
	6					

- 3 Course work due for removal of incomplete grades
- 6 Last day to drop courses without permanent record showing W/P or W/F

March 1989

S	M	T	W	T	F	S
					10	
					17	
26	27					

- 10 Last day to withdraw with a 50% refund of semester charges
- 17 No course withdrawals permitted after this date
- 17 Spring vacation begins —5 p.m. Residence Halls close at 7:00 p.m.
- 26 Residence Halls open at 1:00 p.m.
- 27 Classes begin—8 a.m.

April 1989

S	M	T	W	T	F	S
	10					
					21	
				27	28	29

- 10 Registration for Fall Semester Registration continues through April 21
- 10 Deadline for change of status from Residential to Commuting Student
- 21 Registration for Fall semester ends
- 27 Last day of classes Last day to withdraw from the College
- 28–29 Reading Days

May 1989

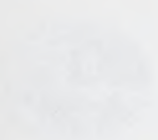
S	M	T	W	T	F	S
	1				5	
	8		10		12	13

- 1 Examinations through May 5
- 5 Residence halls close at 9:00 p.m. for students who are not candidates for graduation
- 8 Senior grades due by 12 noon in the Office of Student Records
- 10 All grades due in Office of Student Records by 4 p.m.
- 12 Convocation
- 13 Graduation. Residence Halls close at 3 p.m.

For Your Notes

MARY WASHINGTON COLLEGE

CHESAPEAKE, VIRGINIA



For Your Notes

Section 1: Introduction

Section 1.1: Overview

1	2	3	4	5
6	7	8	9	10
11	12	13	14	15
16	17	18	19	20
21	22	23	24	25

1. Introduction to the course
2. Overview of the course structure
3. The importance of the course
4. The role of the student
5. The role of the instructor
6. The role of the teaching assistant
7. The role of the laboratory
8. The role of the library
9. The role of the computer
10. The role of the internet

Section 1.2: Objectives

1	2	3	4	5
6	7	8	9	10
11	12	13	14	15
16	17	18	19	20
21	22	23	24	25

1. Understand the basic principles of the course
2. Apply the basic principles to the course
3. Analyze the basic principles of the course
4. Evaluate the basic principles of the course
5. Synthesize the basic principles of the course

Section 1.3: Summary

1	2	3	4	5
6	7	8	9	10
11	12	13	14	15
16	17	18	19	20
21	22	23	24	25

1. Summary of the course
2. Summary of the course structure
3. Summary of the importance of the course
4. Summary of the role of the student
5. Summary of the role of the instructor
6. Summary of the role of the teaching assistant
7. Summary of the role of the laboratory
8. Summary of the role of the library
9. Summary of the role of the computer
10. Summary of the role of the internet

Section 1.4: Conclusion

1	2	3	4	5
6	7	8	9	10
11	12	13	14	15
16	17	18	19	20
21	22	23	24	25

1. Conclusion of the course
2. Conclusion of the course structure
3. Conclusion of the importance of the course
4. Conclusion of the role of the student
5. Conclusion of the role of the instructor
6. Conclusion of the role of the teaching assistant
7. Conclusion of the role of the laboratory
8. Conclusion of the role of the library
9. Conclusion of the role of the computer
10. Conclusion of the role of the internet

Section 1.5: Appendix

1	2	3	4	5
6	7	8	9	10
11	12	13	14	15
16	17	18	19	20
21	22	23	24	25

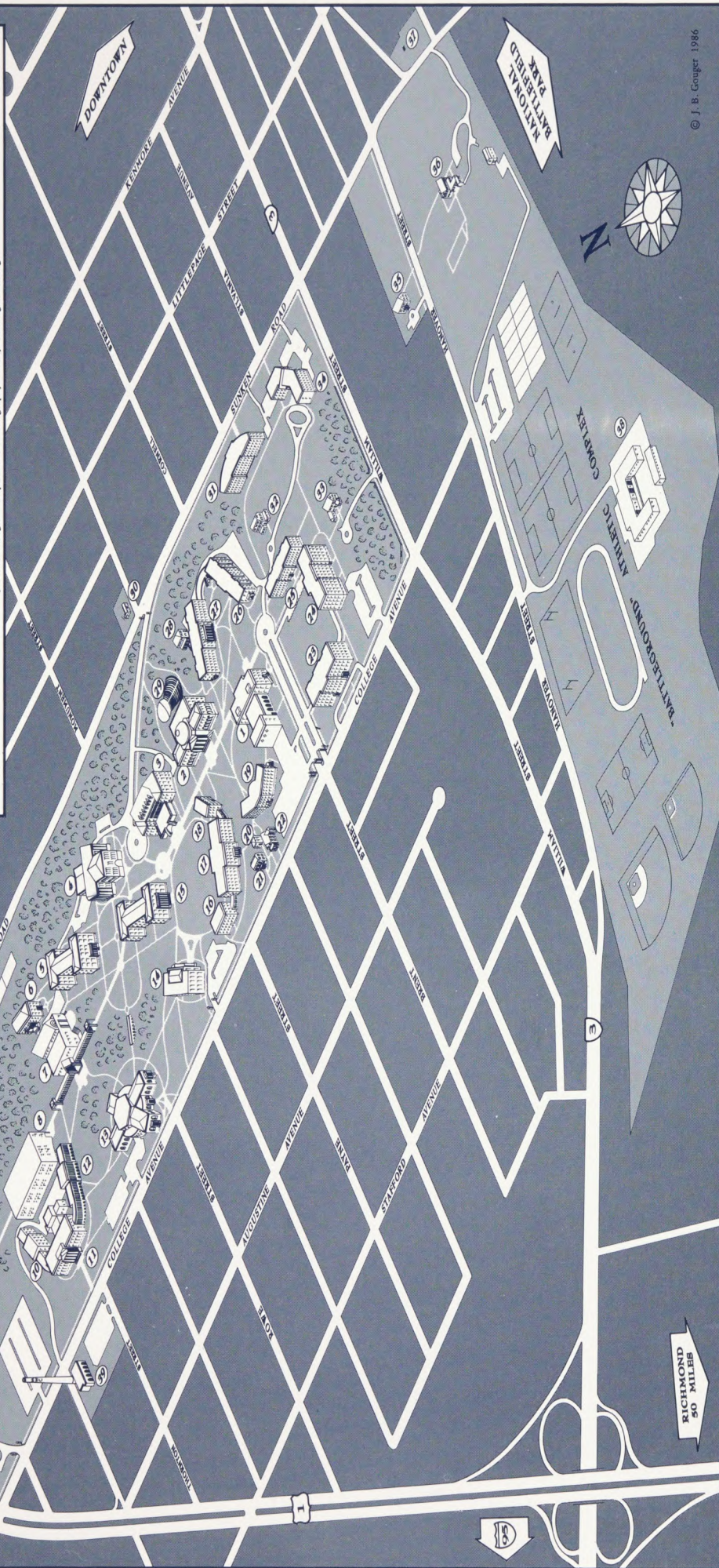
1. Appendix A: Basic principles of the course
2. Appendix B: Basic principles of the course
3. Appendix C: Basic principles of the course
4. Appendix D: Basic principles of the course
5. Appendix E: Basic principles of the course
6. Appendix F: Basic principles of the course
7. Appendix G: Basic principles of the course
8. Appendix H: Basic principles of the course
9. Appendix I: Basic principles of the course
10. Appendix J: Basic principles of the course



MARY WASHINGTON COLLEGE

FREDERICKSBURG, VIRGINIA

James B. Gouger - Department of Geography - Mary Washington College



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|---------------------------|--|--------------------|-----------|-----------------------------|------------------------------|
| 1. George Washington Hall | Administration | 20. Tyler | Residence | 30. Cornell | Residence |
| 2. Trinkle Hall | Library | 21. Fairfax | Residence | 31. Russell Hall | Residence |
| 3. Ann Carter Lee Hall | Student Services, Health Center, Bookstore, Police | 22. Hamlet | Residence | 32. Brent | Residence |
| 4. Monroe Hall | Academic | 23. Combs Hall | Academic | 33. Framar | Residence |
| 5. Willard Hall | Residence | 24. Jefferson Hall | Residence | 34. Marshall Hall | Residence |
| 6. Mercer Hall | Residence | 25. Bushnell Hall | Residence | 35. Trench Hill | Development / Alumni Offices |
| 7. New Student Center | Residence | 26. Randolph Hall | Residence | 36. Brompton | President's Home |
| 8. New Library | Residence | 27. Mason Hall | Residence | 37. Civil War Monument | |
| 9. Goolrick Hall | Gymnasium | 28. Marye | Residence | 38. Physical Plant Building | |
| | | 29. Amphitheater | Residence | 39. Heating Plant | |

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